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KWIC Index To Your

Ontario Government Services

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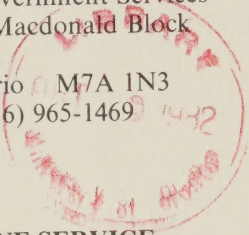
1982/83

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CITIZENS' INQUIRY BUREAU

The KWIC (Key Word In Context) INDEX TO YOUR ONTARIO GOVERNMENT SERVICES is prepared by the Citizens' Inquiry Bureau. If you have any comments or suggestions about the KWIC INDEX or if after using it you are still unable to find a source of information or service in the Ontario Government, call the bureau or fill in the user questionnaire on page i and send to:

Citizen's Inquiry Bureau
Ministry of Government Services
Room M1-51 Macdonald Block
900 Bay St.
Toronto, Ontario M7A 1N3
Telephone: (416) 965-1469



TOLL-FREE TELEPHONE SERVICE

Ontario government ministries now offer all Ontario residents toll-free access to most of their services. Where possible the KWIC INDEX provides these toll-free numbers.

THE BLUE PAGES and ZENITH ONTARIO

If toll-free numbers are not available in the KWIC INDEX, users are reminded that the local public telephone directories across Ontario now have blue pages which list government services by function and ministry name. For those services not listed, a general inquiry number is indicated at the end of the Ontario government listings — the number is either a local number or "Zenith Ontario".

The general inquiry service is accessible locally in the following cities: London (519) 679-7000; Ottawa, (613) 566-2721; Sudbury, (705) 675-4547; Thunder Bay, (807) 475-1110 and Toronto, (416) 965-1211. In Northern Ontario the service is provided by the local Ministry of Northern Affairs offices. Throughout the rest of the Province, the public may ask the Operator for Zenith Ontario and they will be connected to the general inquiry service for their area.

MAP OF QUEEN'S PARK COMPLEX

A map of the Queen's Park complex is included in this edition (see page 484).



User Questionnaire

The KWIC Index

I. THE KEY WORD INDEX

1. The key words and sub-topics are derived from the program descriptions in the main body. Did you find the key words appropriate in completing your search? If not, what key words do you suggest should be added?

2. Comments on the index _____

II. THE MAIN BODY

1. The key words have been printed in bold in this edition. In the previous edition they were in italics. Which do you prefer?

bold ☐ italics ☐

2. In addition to alphabetical interlisting of the Acts in the Appendix, the Acts are also listed in the last entry under each ministry. Do you find this helpful?

Yes ☐ No ☐

3. Toll-free lines of Toronto and field offices are listed if available. Do you find this useful?

Yes ☐ No ☐

4. Do you find the map of the Queen's Park Complex (see page 484) useful?

Yes ☐ No ☐

5. Do you find the addresses provided for each branch and agency helpful?

Yes ☐ No ☐

6. Comments on the main body _____

III. KWIC INDEX EFFECTIVENESS

1. How often do you use the KWIC Index?
 - daily ☐
 - weekly ☐
 - less than once a week ☐
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 - More than 80% of the time ☐
 - Between 60% and 80% of the time ☐
 - Between 50% and 60% of the time ☐
 - less than 50% of the time ☐
3. Other general comments on the KWIC Index _____

IV. GENERAL

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 - a) Branch or agency of the Ontario government:
 - in Metro Toronto ☐ outside Metro Toronto ☐
 - b) Member of Provincial Parliament:
 - Constituency office ☐ Queen's Park office ☐
 - c) Community Information Centre:
 - in Metro Toronto ☐ outside Metro Toronto ☐
 - d) Library (please state what kind) _____
 - e) Federal government department _____
 - f) Municipal government department _____
 - g) Member of Federal Parliament _____
 - h) Other (please state) _____

Thank you very much for taking the time to answer this questionnaire. Please clip it out and mail it to:

Citizens' Inquiry Bureau
 Room M1-51 Macdonald Block
 900 Bay St.
 Toronto, Ontario M7A 1N3
 (416) 965-1469

KWIC Index To Your Ontario Government Services 1982/83



Ontario

**Ministry of
Government
Services**

**Citizens'
Inquiry
Bureau**

**Hon. Douglas J. Wiseman
Minister
Alan Gordon
Deputy Minister**

6/82 15M

ISSN-0713-1658

Price: \$2.50 per copy (\$2.34 + 0.16 tax)

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Note: Every effort has been made to ensure that the information contained in this publication is as accurate as possible at the time of printing.

Foreword

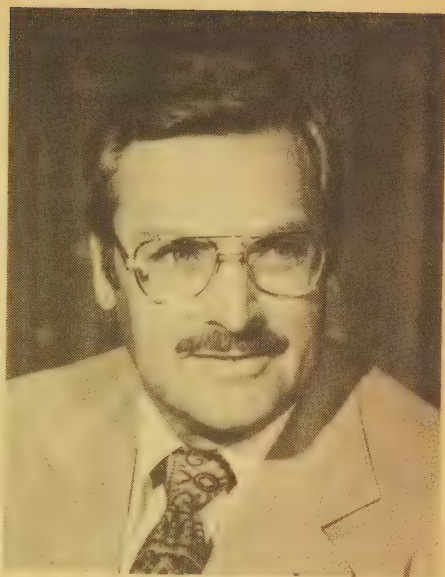
It is a pleasure for me to introduce this newest KWIC INDEX TO YOUR ONTARIO GOVERNMENT SERVICES.

The KWIC INDEX is prepared by the Ministry of Government Services to assist you in obtaining information about the Ontario Government. By referring to key words in a comprehensive index, you are provided with details about every program and service of the provincial government.

Those of you who are familiar with the KWIC INDEX will notice that the contents of this 7th edition have been changed for greater convenience in use. For instance, toll-free telephone numbers of offices at Queen's Park and around Ontario are included wherever possible. Key words and subject headings are also emphasized more prominently in the text; and Provincial Acts are now listed both in the Appendix, and with the write-ups of Ministries responsible for their administration.

It is our intention to keep the KWIC INDEX as helpful as possible. For this reason, I invite you to complete the brief questionnaire which is printed on pages i and ii and return it to our Citizens' Inquiry Bureau.

I want to thank everyone who replied to the questionnaire in the previous KWIC INDEX. Your comments and suggestions were very much appreciated; they assisted us in



planning for this and forthcoming editions. Thanks, also, to those of you who supplied the extensive information which appears in this KWIC INDEX. Your contribution has kept this publication a vital reference tool for your fellow workers, and for citizens throughout the province.

A stylized, handwritten signature in dark ink, appearing to read 'Douglas J. Wiseman'.

Hon. Douglas J. Wiseman
Minister of Government Services

ONTARIO GOVERNMENT TELEPHONE DIRECTORY

lost in the maze?

The KWIC INDEX will get you to the appropriate office.

The ONTARIO GOVERNMENT TELEPHONE DIRECTORY will get you to the right people in that office.

The ONTARIO GOVERNMENT TELEPHONE DIRECTORY, a companion reference to the KWIC INDEX,

- is organized by ministry, division, branch or agency, including the names and telephone numbers of the key people.
- contains an alphabetical index of individuals and their telephone numbers.
- is updated twice a year (in the Spring and Autumn)

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The Ministry abbreviations are not officially designated and are for the purposes of this publication only.)

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THE ONTARIO GOVERNMENT

The three major components of the Ontario Government are the executive, the legislative and the judiciary branches.

The Executive Branch, comprising the Premier and the Cabinet and its committees, formulates government policy and administers its programs.

The Legislative Assembly is composed of the elected Members of Provincial Parliament (including the Premier and Ministers of the Crown, or Cabinet Ministers) and the Lieutenant-Governor who is the Queen's provincial representative. Although the Lieutenant-Governor represents the Crown as the formal head of government, the actual leadership is assumed by the Premier and the Cabinet. The Legislative Assembly performs three main functions: legislative (enacts, amends and repeals legislation), financial (authorizes the collection of funds from the people of Ontario) and critical (discusses and criticizes the policies put forth by the Premier and the Cabinet to ensure that policies are in the best interests of the public).

The judiciary is responsible for the administration of justice by adjudicating civil and criminal disputes through the Ontario courts system which is constituted by provincial statute. Provincial court judges are appointed provincially by the Lieutenant-Governor-In-Council; county, district court and Supreme Court of Ontario judges are appointed federally by the Governor in Council. Courts administration is the responsibility of the Ministry of the Attorney General.

The basic units of the government structure are the 24 ministries (e.g., Education, Health, Environment, including the newly created Ministry of Tourism and Recreation), each responsible to a Minister in the Cabinet.

The information in the KWIC Index aims to outline the powers and responsibilities of the Cabinet and its committees, the Legislative Assembly, and the branches and agencies that report to a Minister in the Cabinet or to the Lieutenant-Governor-in-Council through a Minister in the Cabinet.

THE CABINET

CABINET

Legislative Bldg., Rm. 381
Queen's Park, Toronto M7A 1A1
416-965-1945

CABINET 1

The Cabinet, officially called the **Executive Council**, exercises the executive power of the Ontario government. The Cabinet comprises the Premier, the Provincial Secretaries of the three policy fields, (Justice, Resources Development, Social Development), Ministers directing ministries within these policy fields, the Treasurer and Minister of Economics, the Minister of Intergovernmental Affairs, the Minister of Revenue, the Minister of Government Services, Ministers without portfolio and the Chairman of Management Board. The **Cabinet Office** provides staff support for Cabinet, the Policy and Priorities Board of Cabinet and the Cabinet Committees on Legislation, Justice, Resources Development, Social Development, Confederation and other committees as required. For information on the structure of Cabinet (Executive Council) write to Cabinet Office at the above address.

POLICY AND PRIORITIES BOARD

CABINET 2

Legislative Bldg., Rm. 381

Queen's Park, Toronto M7A 1A1

416-965-7936

The Policy and Priorities Board of Cabinet brings an over-all perspective to proposals being developed for consideration by the Cabinet and eventually, the Legislature. The Board is chaired by the Premier and includes the Chairman of the Management Board of Cabinet, the Treasurer, the Provincial Secretaries of the three policy fields (Justice, Resources Development, Social Development) and the Minister of Intergovernmental Affairs. For information on the policy fields, see listings under the Secretariat for each Field. For further information on the Policy and Priorities Board of Cabinet the public can write to Secretary of the Policy and Priorities Board at the above address.

ACTS

CABINET 3

The Office of the Premier administers the following Acts,

Election Act

Executive Council Act

Lieutenant Governor Act

Policy and Priorities Board of Cabinet Act

Representation Act

MANAGEMENT BOARD OF CABINET

Frost Building South
Queen's Park, Toronto M7A 1Z6

The Treasury Board preceded the Management Board of Cabinet. The Treasury Board, composed of members of the Executive Council, was first established in 1886 under the Audit Act, and continued from 1954 under the Financial Administration Act. The Board with the Treasurer as Chairman, acted as a committee of the Executive Council on all matters relating to finance, revenues, estimates, expenditures and financial commitments.

Amending legislation of 1956 and later years provided that the Board should have a Secretary with a staff. The Treasury Board Secretariat came to function as a department.

In December, 1971, the Management Board of Cabinet and its Secretariat were established under the Management Board of Cabinet Act.

MANAGEMENT BOARD OF CABINET

MANAGEMENT BOARD OF CABINET

MB 1

Frost Bldg. S., 7th Flr.
Queen's Park, Toronto M7A 1Z6
416-965-1772

The Management Board of Cabinet is the Committee of Cabinet comprising a Chairman (965-6795), a Vice-Chairman and six other members of the Executive Council designated by the Lieutenant-Governor-in-Council, responsible for coordinating the financial and administrative operations of the government. The Board operates under the authority of the Management Board of Cabinet Act. It officially represents the Government of Ontario as the employer of its public servants.

MANAGEMENT BOARD SECRETARIAT

MANAGEMENT BOARD SECRETARIAT

MB 2

Frost Bldg. S., 7th Flr.
Queen's Park, Toronto M7A 1Z6
416-965-1772

The Management Board Secretariat provides the staff assistance required by the Management Board of Cabinet. Divisions and branches of the Management Board Secretariat are described in the entries that follow. The Office of the Secretary directs the operation and administration of the Management Board Secretariat. The Secretariat's **Affirmative Action Program Manager** also reports to this office.

MANAGEMENT STANDARDS PROJECT

MB 3

Frost Bldg. S., 7th Flr.
Queen's Park, Toronto M7A 1Z6
416-965-4173

Management Standards Project is a time-limited project responsible for further improving management in the Ontario Public Service. It will produce and publish a set of principles and standards of management to be used across the Provincial Government. As well, it will ensure that training and education programs complement the publication series.

PROGRAMS AND ESTIMATES DIVISION

PROGRAMS AND ESTIMATES DIVISION

MB 4

Frost Bldg. S., 6th Flr.

Queen's Park, Toronto M7A 1Z6

416-965-6337

The Programs and Estimates Division makes recommendations to Management Board on resource requirements of ministry programs, general expenditure control and on the implementation of results-oriented work programs. Also provides advice on financial, administrative and program implications of policy proposals and coordinates the preparation of Expenditure Estimates. These functions are carried out by four branches in this division, focusing on groups of ministries under a policy field: Education and Social Services (965-4411), Justice and General Government (965-5591), Resources Development (965-5193) and Expenditures Policy Branch (965-1715) which coordinates general expenditure policy and services of this division.

MANAGEMENT POLICY DIVISION

ADMINISTRATIVE POLICY BR

MB 5

Frost Bldg. S., 6th Flr.

Queen's Park, Toronto M7A 1Z6

416-965-3503

The Administrative Policy Branch is responsible for the development of administrative policies within the Ontario government for Management Board approval, with the aim of improving the use of resources and the management process in government. Also monitors and evaluates existing policies and provides advice to Management Board on exemptions from and revisions to existing policies. Determines policy for the **Visual Identity Program** which establishes graphic design standards to bring consistency into the visual communication practices of ministries, agencies, boards and commissions. The branch is also responsible for the publication and maintenance of the Visual Identity Manual and the **Manual of Administration** (Volume I).

MANAGEMENT TECHNOLOGY BR

MB 6

Frost Bldg. S., 6th Flr.

Queen's Park, Toronto M7A 1Z6

416-965-3681

Management Technology Branch develops and monitors specific management policies and techniques which will improve management practices within the Ontario government in the areas of **systems development**, management consulting, data processing, communications services and **records management**. These policies may be found in Volume I of the Manual of Administration.

ORGANIZATION POLICY BR

MB 7

Frost Bldg. S., 6th Flr.

Queen's Park, Toronto M7A 1Z6

416-965-2007

Organization Policy Branch promotes effective government organization and development and applies policies to ensure organization consistency and control. Advises Management Board and the ministries on changes to existing organizations and the establishment

of new ones. Also advises the ministries on number and nomenclature of executive positions, organizational implications of new policies and programs. Provides advice to Management Board on the role, responsibilities and reporting relationship of agencies in the Ontario government. The branch also provides advice to Management Board on management policies for the government.

ACTS

MB 8

The following is a list of Acts administered by the Management Board of Cabinet.

Crown Employees Collective Bargaining Act, 1981
Management Board of Cabinet Act, 1971
Public Service Act, 1981
Successor Rights (Crown Transfers Act), 1977
Superannuation Adjustment Benefits Act

CIVIL SERVICE COMMISSION

Frost Bldg. S.

Queen's Park, Toronto M7A 1Z5

In 1878 a document was published that was to affect working conditions and thus, the lives of many Ontario public service employees. The document, as we know it today is the Public Service Act.

In 1918, this same Act was amended to create the Office of the Civil Service Commissioner, now known as the Civil Service Commission.

The first full time Civil Service Commissioner was Dr. J.M. McCutcheon, who was appointed on September 6, 1918. He was instrumental in implementing the employee classification system and the civil service retirement plan. In 1918 there were only 4,000 employees in the Ontario Public Service. On March 31, 1981 there were 69,488. The Commission, in turn, has adjusted the government personnel policies in response to the needs of the government and the trends in employment practices.

Until 1970 there was a strong distinction between the Office of the Civil Service Commission and the Department of Civil Service. The Commission was the person or group of people appointed to oversee the merit principle and compensation and to recommend or report needed changes in the personnel practices of the government. The Department comprised a backup staff responsible for implementing the approved changes originally recommended by the commission and delivering related services. These two functions are now combined in the current agency known as the Civil Service Commission. In 1970, as well, responsibility for collective bargaining was transferred to the Civil Service Commission from the Treasury Board which, in turn, was replaced by the current Management Board.

CHAIRMAN'S OFFICE

ADMINISTRATIVE SERVICES BR

Frost Bldg. S., 3rd Flr.

Queen's Park, Toronto M7A 1Z5

416-965-1463

CIV SERV

Provides and coordinates administrative services to the Civil Service Commission and also provides some coordinated services on behalf of the Commission to the ministries.

The **Civil Service Commission Secretariat** (965-5768) coordinates activities regarding Civil Service Commission and management meetings. Also acts as the liaison unit with the Management Board Secretariat for presentations by the Commission staff to the Management Board. Provides administrative support to the Civil Service Commission Chairman, the Commissioners and committee members by preparing agendas and position papers, maintaining records of Commission decisions and researching background information. The Secretariat also operates the Civil Service Commission **reading room** on the 3rd floor of the Frost Building South to provide public access to all publication statutes, regulations, and most manuals and internal procedures used by the Commission.

Program Administration: Analysis and Control Section (965-5404) provides or coordinates budgetary, accounting and office services.

The Civil Service Commission **library** on the 9th Floor, 151 Bloor St. W., (965-7096) maintains reference sources on **personnel** administration and management.

Manual of Administration Section (965-4768) edits, publishes and distributes **manuals** on policies of the Commission (personnel matters) to all managers through their ministries and provides word processing services within the Civil Service Commission.

Personnel Data Systems Section (965-1401) provides technical advice and operational support on systems applications connected with service-wide **personnel** records and analyses of such records and related data.

Personnel Services and Affirmative Action Section (965-2065) provides the Commission and Management Board Secretariat with services, advice and decisions on **personnel** administration. The Manager coordinates the Affirmative Action Program for the Commission.

The Staff Programs Section (965-6489) coordinates employee campaigns for voluntary contributions of Ontario **government employees** in support of these **charitable organizations**: the United Way, the Canadian Cancer Society and the Ontario Heart Foundation. Establishes blood donor clinics for Ontario government employees in the Toronto area. (In other areas employees take part in local community arrangements.) The section also supports the **Quarter Century Club for Ontario Public Service employees** with 25 or more years of service, including superannuates, and organizes yearly banquets across Ontario for club members (965-5761).

ADMINISTRATIVE SERVICES BR CHAPLAINCY COORDINATION

CIV SERV 2

51 Bloor St. W., 9th Flr.
Toronto M5S 1S4
16-965-3733

The Chaplaincy Coordination Section coordinates policies and procedures relating to the provision of **chaplaincy** services in ministries with institutions. Provides liaison between churches and these ministries on a provincial and regional basis.

ADMINISTRATIVE SERVICES BR COMMUNICATIONS

CIV SERV 3

51 Bloor St. W., 9th Flr.
Toronto M5S 1S4
16-965-5621

The Communications and Publicity Section produces **TOPICAL**, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. **JOB MART**, a second paper containing information on **job** openings within the **Ontario Public Service** is produced as an insert in **TOPICAL** and as a separate publication on intervening weeks. The section also handles **job** advertising in the press for all Ontario government ministries. Advises Commission staff on publications and related matters.

PERSONNEL AUDIT BR

CIV SERV 4

Post Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
16-965-2091

Personnel Audit Branch provides a continuing internal evaluation of the application of

formal **personnel** administration requirements in the **Ontario Public Service** as a service to senior management in the Commission, and in ministries. Its findings and recommendations serve as a basis for administrative action as required.

PUBLIC SERVICE APPEAL BOARDS

CIV SERV

180 Dundas St. W.
Toronto M5G 1Z8
416-598-0688

The **Public Service Grievance Board** and **Public Service Classification Rating Committee** (965-1455) are the tribunals which hear **appeals** about grievances of non-bargaining **Ontario Public Service employees** regarding discipline, dismissal, working conditions, job classification. The **Crown Employees Grievance Settlement Board** (598-0688) hears grievances arising in bargaining units represented by the **Ontario Public Service Employees Union** (OPSEU), the **Ontario Liquor Boards Employees Union** (OLBEU), the **Canadian Union of Public Employees** (CUPE 1750: **Workmen's Compensation Board**; **CUPE 76 Ontario Housing**). The **Ontario Public Service Labour Relations Tribunal** (598-0688) hears **appeals** re union representation, jurisdiction, union dues, bargaining units, etc. and generally administers the **Crown Employees Collective Bargaining Act**. Ad hoc arbitration boards hear and adjudicate disputes between **employees** and **unions**.

SENIOR APPOINTMENTS AND COMPENSATION

CIV SERV

Frost Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-5435

The **Senior Appointments and Compensation Office** provides staff support services for the **Senior Appointments Advisory Committee** and **Senior Manpower Planning Subcommittees**. Implements all aspects of recruitment, appointments, compensation, classification and **career** development for **Ontario Public Service** executive categories.

RECRUITMENT BR POLICY SECTION

CIV SERV

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-1483

The **Recruitment Branch, Policy Section** develops, implements, administers and monitors **Ontario Public Service (OPS) employees** recruitment and staffing, and staffing control policies and procedures. The section assists in the placement of surplus **Ontario Public Service employees** and analyzes **statistics** on the staff strength of the OPS.

RECRUITMENT BR STAFFING SECTION

CIV SERV

Frost Bldg. S., 1st Flr.
Queen's Park, Toronto M7A 1Z5
416-965-6081

The **Recruitment Branch, Staffing Section** provides staffing or recruitment services to the ministries, agencies, boards and commissions of the Ontario government and **employment** service to the public. Services to ministries include advice and help in special staffing situations involving **employment** of the **disabled**, placement of **employees** returning to work from extended sick leave (**Long Term Income Protection**) and advice on special education or work programs. The Staffing Section also maintains a **Central Inventory** file of qualified **job** applicants for use by ministries to fill vacancies at the entry level.

clerical and office services positions. Services to the public include **employment** information and advice (those qualified are placed on the Inventory) and the provision of **job** information to secondary and post-secondary **schools**. The Staffing Section conducts a **Work Week Experience Program** for **students** at the secondary school level. It also operates the Government of Ontario (**GO Temporary**) **employment** program, providing ministries with temporary employees upon request, paying the employees and charging the ministry for the service (965-7688). Qualified persons will be registered and placed in available temporary jobs.

RECRUITMENT BR TRAINING SECTION

CIV SERV 9

Frost Bldg. S., 2nd Flr.

Queen's Park, Toronto M7A 1Z5

416-965-1483

The **Recruitment Branch, Training Section** designs, develops and delivers a comprehensive program of training in the staffing process for **personnel** administrators and line managers of the **Ontario Public Service**. Topics covered include developing selection criteria or positions, writing job advertisements, designing rating and ranking systems, developing interview questions and interview skills.

STAFF DEVELOPMENT BR

CIV SERV 10

51 Bloor St. W., 9th Flr.

Toronto M5S 1S4

16-965-3935

The branch has five sections. The Career Counselling Section (965-9604) provides career counselling to **Ontario Public Service employees** in Toronto and selected regional locations. It complements each ministry's **career counselling** program.

The Planning and New Programs Section (965-7095) advises the ministries, Civil Service Commission and Management Board on human resources (**manpower**) planning, development policies and programs and the **quality of working life**.

The Staff Development Services Section (965-1438) identifies staff development needs of **Ontario Public Service employees**. Develops and conducts appropriate learning experiences, e.g. courses, consulting projects, to meet these needs and evaluates the effectiveness of this training.

Courses and seminars are held at the **Staff Development Centre**, at Kempenfeldt Bay, Barrie (705-728-2321) and other suitable training locations in the province.

The French Language Services Section (965-6353) provides **French** language training to **Ontario Public Service employees**. Coordinates exchanges of Ontario government employees with Quebec and administers the **Ontario-Quebec Summer Student Exchange** program. Facilitates the participation of public servants in out-of-province **French** training programs. Also assists ministries in recruitment of bilingual staff.

STAFF RELATIONS DIVISION

STAFF RELATIONS DIVISION

CIV SERV 11

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-2002

The **Staff Relations Division** represents the Crown as the employer in all **collective bargaining** in the **Ontario Public Service**. Determines and coordinates policy on **labour relations** for all ministries. Collects, analyzes and exchanges **statistics** and other data on **employment** and compensation (**pay policy**) practices in the public and private sectors.

COMPENSATION DIVISION

BENEFITS POLICY BR

CIV SERV 12

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-9419

The **Benefits Policy Branch** develops, recommends, implements and maintains policies with respect to **pensions** and benefit programs for **Ontario Public Service (OPS) employees**. Coordinates public sector pension plans and activities of committees monitoring pension escalation fund and **insurance** programs. Assists the Staff Relations Division in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of **benefit plans** call respective ministry personnel branch, or Employee Benefits Branch Ministry of Government Services, 965-6861.

CLASSIFICATION BR

CIV SERV 1

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-1022

The **Classification Branch** administers the **classification** of all non-executive positions in the **Ontario Public Service (OPS)** except those of senior executives. Develops policy and standards for classification of **Ontario Public Service employees**.

PAY POLICY BR

CIV SERV 1

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-6086

The **Pay Policy Branch** makes recommendations to the Commission on **pay policy** concerning **Ontario Public Service employees**. Develops, for approval by Management Board and in conjunction with Staff Relations Division, the government's objectives in negotiations with **Ontario Public Service Employees Union (OPSEU)** covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

SPECIAL COMPENSATION & TRAINING

CIV SERV 15

Frost Bldg. S., 3rd Flr.

Queen's Park, Toronto M7A 1Z5

416-965-3056

Special Compensation and Training provides advice and consultation on special **compensation** issues with government ministries and agencies. Provides training for personnel officers and line managers in **compensation**.

THE POLICY FIELDS

The Ministries and some Agencies, Boards and Commissions are grouped into three common areas of interest called policy fields (Justice, Resources Development and Social Development). Some ministries performing central-agency services for the whole Ontario government do not fall under a policy field. These are Government Services, International and Governmental Affairs, Revenue, Treasury and Economics and Civil Service Commission.

The work within a policy field is coordinated by a different kind of Cabinet Minister—the Provincial Secretary. The Provincial Secretaries, supported by small secretariats in each field, are responsible for relating policies and priorities that cut across the traditional lines of departmental organization. This allows ministries and agencies to share problems and coordinate courses of action.

JUSTICE POLICY FIELD

SECRETARIAT FOR JUSTICE

CCJ

Whitney Block

Queen's Park, Toronto M7A 1A2

416-965-2821

The Secretariat for Justice provides analytical and **research** support to assist the Cabinet Committee for the Justice Policy Field (CCJ) in coordinating and developing policy. The Justice Committee of Cabinet comprises the Attorney General, the Minister of Consumer and Commercial Relations, the Minister of Correctional Services and the Solicitor General and is chaired by the Provincial Secretary for Justice. All Secretariat **publications** are available from the Ontario Government Bookstore. Booklets on **Shoplifting, Impaired Driving, Vandalism, Exhibitionism, Responsibility** (on youth being responsible for their actions), **Information for the Victims of Sexual Assault and Crime in Ontario, Questions and Answers** are free of charge. Other publications: a booklet for primary school students, **The Growth of the Laws We Live By** (15¢ per copy) and detailed data on crime in Ontario, **Justice Statistics, Ontario, 1980**, (\$6.00 per copy).

RESOURCES DEVELOPMENT POLICY FIELD

SECRETARIAT FOR RESOURCES DEVELOPMENT

CCRD

Whitney Block

Queen's Park, Toronto M7A 1A2

416-965-7790

The Secretariat for Resources Development has the responsibility for the coordination and development of policies on matters of concern to ministries in the Resources Field. In addition, it provides analytical support to assist the Provincial Secretary for Resources Development in his role as Chairman of the Cabinet Committee on Resources Development (CCRD).

The Cabinet Committee on Resources Development comprises the Ministers of the following ministries: Agriculture and Food, Energy, Environment, Industry and Trade, Labour, Municipal Affairs and Housing, Natural Resources, Northern Affairs, Tourism and Recreation, and Transportation and Communications.

The Secretariat is responsible for the coordination of policy matters related to **land use** policies.

The Niagara Escarpment Commission reports to the Government through the Provincial Secretary for Resources Development.

The Secretariat also provides policy analysis support to the Cabinet **Committee on Native Affairs** which is chaired by the Provincial Secretary for Resources Development. The Provincial Secretary is designated as the Ontario Minister having corporate policy responsibilities related to Native Affairs. This mandate includes responsibility for: developing Ontario corporate policy; coordinating interministerial policy development, program delivery and special corporate projects; coordinating corporate communications, negotiations (including tripartite negotiations) and mediation processes with Native organizations, Indian Bands, the federal and other provincial governments, personal and corporate entities; and to monitoring line ministry policy development.

NIAGARA ESCARPMENT COMMISSION

CCRD 2

232 Guelph St.
Georgetown L7G 4B1
416-877-5191

The **Niagara Escarpment Commission Planning and Development Act** defines the task of the Niagara Escarpment Commission. The Commission is responsible for preparing a proposed plan for the maintenance of the Niagara Escarpment and land in its vicinity, substantially as a continuous natural **environment** and to ensure a balanced future use of the Escarpment lands through interim development control until completion and legislation of the proposed plan. The Proposed Plan for the Niagara Escarpment was released in November, 1979 (copies available on request). The Commission has an audio-visual presentation, a **library** and a drop-in centre. Development permit applications for Dufferin County and Regional Municipalities of Halton and Peel are handled by the Georgetown office (416-877-5191); for the counties of Bruce, Grey and Simcoe, contact the Clarksburg sub-office (519-599-3340); for the Regional Municipalities of Hamilton-Wentworth and Niagara, contact Grimsby (416-945-9235). From Toronto and Brampton call 453-2468.

SOCIAL DEVELOPMENT POLICY FIELD

SECRETARIAT FOR SOCIAL DEVELOPMENT

CCSD 1

Whitney Block
Queen's Park, Toronto M7A 1A2
416-965-5190

The Secretariat for Social Development provides analytical and **research** support to assist the Provincial Secretary for Social Development and the Cabinet Committee on Social Development (CCSD) in the coordination and development of policy. The Cabinet Committee on Social Development consists of the Ministers of Education and Colleges and Universities, Community and Social Services, Citizenship and Culture and Health and is chaired by the Provincial Secretary for Social Development.

The Secretariat has a special focus on issues that cut across ministries such as **rehabilitation** services, services for **senior citizens** and **youth** and it coordinates special projects initiating public discussion on issues such as **families**, **group homes**, and **volunteers** as well as projects associated with **International Years**.

To the extent possible, the Secretariat has a support system for these issues which includes forums, publications, speeches and public information programs. The Secretariat participates in the Ontario government's **Affirmative Action Program**.

Rehabilitation Services, the Seniors Secretariat and the Ontario Youth Secretariat are operational parts of the Secretariat for Social Development and are described individually in the entries that follow.

REHABILITATION SERVICES

CCSD 2

700 Bay St.
Toronto M5G 1Z6
416-965-9537

Rehabilitation Services, an operational part of the Secretariat for Social Development, coordinates policy review which fosters the development of a comprehensive social policy to enhance the full participation and equality of **disabled** citizens in Ontario. This office develops a consultative relationship between the government, voluntary sector and disabled individuals by providing information and creating public awareness of issues relevant to disabled people.

The office provides information to **disabled persons** (including the **deaf** or hearing handicapped and speech handicapped persons who have the teletype or TTY device), **rehabilitation** professionals and the general public.

SENIORS SECRETARIAT

CCSD 3

700 Bay St.
Toronto M5G 1Z6
416-965-2324

The **Seniors Secretariat**, announced January 1982 as part of the Secretariat for Social Development, coordinates information about government programs and government policy and **research** on developing issues relevant to **senior citizens**. It issues material on **Senior Citizens' Week** in June in Ontario. The Seniors Secretariat also directs the **Long-Term Study on Aging**.

ONTARIO YOUTH SECRETARIAT

CCSD 4

700 Bay St., 2nd Flr.
Toronto M5G 1Z6
416-965-3540

The Ontario Youth Secretariat (OYS), an operational part of the Secretariat for Social Development, provides an information service on government programs and policies, **employment statistics**, **job** search techniques, and career education information related to youth.

The OYS administers these youth employment initiatives: the **Experience Program** and the **Student Venture Capital Program**, both aimed at giving young people work experience to help them get full-time employment. Under the **Experience Program** each Ontario government ministry coordinates its own youth employment projects. The **Student Venture Capital Program** provides loans to full-time senior secondary school, college or university **students** over the age of 18 for them to operate a business during the summer months; applications are received by local Chambers of Commerce.

Special projects include sponsorship of **Ontario Career Week** when youth are encouraged

to take a closer look at careers. A new initiative is the BILD (Board of Industrial Leadership and Development) **grants** for **Youth Employment Counselling Centres** to assist in the establishment and strengthening of community-based youth employment counselling centres.

See also Ministry of Municipal Affairs and Housing (MAH 43) for information on the Ontario Youth Employment Program (OYEP) and the Ministry of Colleges and Universities (MCU 5) for information on the Ontario Career Action Program.

ADVISORY COUNCILS - SOCIAL DEVELOPMENT

ADVISORY COUNCIL ON THE PHYSICALLY HANDICAPPED

CCSD 5

700 Bay St.
Toronto M5G 1Z6
416-965-9537

The Advisory Council on the Physically Handicapped consists of a chairperson and twenty members appointed by Order in Council. The Council advises the government on matters pertaining to the well-being of physically **disabled** persons in Ontario and promotes the development and creation of opportunities for self-help.

The Council meets regularly and reports to the Legislature through the Provincial Secretary for Social Development. Publishes an annual report.

ADVISORY COUNCIL ON SENIOR CITIZENS

CCSD 6

700 Bay St.
Toronto M5G 1Z6
416-965-2324

The Advisory Council on Senior Citizens consists of eighteen members appointed by Order in Council who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of **senior citizens**. General meetings of all council members are held regularly. An annual report is published. The Council reports to the Legislature through the Provincial Secretary for Social Development. The Council produces a quarterly newsletter, '**Especially for Seniors**', which is sent to Ontario senior citizens who receive the Old Age Security Pension.

ONTARIO STATUS OF WOMEN COUNCIL

CCSD 7

700 Bay St.
Toronto M5G 1Z6
416-965-1111

The Ontario Status of Women Council advises the Ontario government, through the Provincial Secretary for Social Development, on matters pertaining to the status of **women** in Ontario. Appointed by Order in Council, there are fourteen members. The council evaluates and monitors existing legislation, policies and programs related to the needs and status of women; identifies specific areas requiring government attention and recom-

mends legislation and program changes; consults with groups and issues policy statements to stimulate public discussion; responds to requests from the Provincial Secretary for Social Development and the Ministries for advice on matters relating to women. Reports annually to the Legislature through the Provincial Secretary for Social Development.

ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES AND OTHERS

ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES AND OTHERS

COMM 1

There are several categories of Ontario government agencies, boards and commissions.

Royal Commissions are investigatory bodies appointed by Order in Council under the **Public Inquiries Act** to inquire into a specific public concern. Over 30 different commissions have been appointed since 1973 including investigations of sudden or catastrophic events (e.g., Royal Commission on the Grand River Flood), investigations of the conduct of public service employees (e.g., Royal Commission Concerning Police Activities) and investigations to assist the government in determining policy (e.g., Royal Commission on Health Records). The Public Inquiries Act, administered by the Ministry of the Attorney General, governs the methods and procedures used by a royal commission, e.g., subpoena powers, hearings. Royal commissions report to the Cabinet. The existing royal commissions are listed below.

Agencies, boards, institutes, foundations, tribunals, councils or Crown corporations are created under specific Acts which are administered by the appropriate Ministry. **Advisory councils or committees** and **task forces** are appointed by a Minister if empowered by the Ministry Act or by Order in Council to examine, or advise the government or a ministry on, specific matters. Some of these agencies are unfunded while others are either funded directly or with access to the Consolidated Revenue Fund. The agencies perform three basic functions: advisory (e.g., Advisory Council on Senior Citizens), regulatory (e.g., Liquor Licence Board of Ontario) and operational (e.g., GO Transit). Agencies vary in size and activities and are accordingly structured where program delivery requires operational flexibility or particular publicity (e.g., Ontario Lottery Corporation) or where delivery should not be subject to undue influence from a Minister or Ministry (e.g., the quasi-judicial Ontario Labour Relations Board). Not all existing agencies are included in this book. Agencies covered are listed under the Ministry or Policy Field through which they report to the Legislature (e.g., Workmen's Compensation Board under the Ministry of Labour).

Judicial inquiries, tribunals which are usually short-term, may be appointed under specific Acts to examine special legal circumstances. Their judgements are based on government policy or law.

ROYAL COMMISSION ON ASBESTOS

COMM 2

180 Dundas St. W., 22nd Flr.
Toronto M5G 1Z8
416-965-1885

The Royal Commission on Matters of Health and Safety Arising from the Use of Asbestos in Ontario was established for these purposes: to investigate all matters relating to **health and safety** arising from the use of **asbestos**; to identify the relevant data relating to **diseases** and health hazards of persons exposed to asbestos; to review the present basis for **Workmen's Compensation Board** awards as they relate to occupational health matters affecting workers exposed to asbestos, including rehabilitation programs; to make appropriate recommendations.

ROYAL COMMISSION ON THE NORTHERN
ENVIRONMENT

COMM 3

15 Red River Rd., Ste. 201
Thunder Bay P7B 1A5
807-345-3658

The Royal Commission On The Northern Environment was established in July, 1977 to determine the effects of major enterprises north of the 50th parallel on the natural **environment** and social, economic and cultural conditions in **northern Ontario**; to investigate the feasibility of alternative uses of natural resources; to suggest ways and means of assessing and deciding on environmental aspects of major enterprises.

Southern Region

55 Bloor St. W., Rm. 801
Toronto M4W 1A5
416-965-9286

Northeastern Region

261 Third Ave.
Timmins P4N 1E2
705-267-7984

LEGISLATIVE OFFICES

Legislative Building

Queen's Park, Toronto M7A 1A2

LEGISLATIVE ASSEMBLY

LEGISLATIVE 1

The Legislative Assembly, commonly called the House, consists of 125 men and women **Members of Provincial Parliament** (MPP) elected by people in their communities to represent them at Queen's Park. The Legislative Assembly performs three main functions: legislative (considers proposals for **legislation** or **bills**; enacts, amends and repeals legislation), financial (authorizes the collection of funds from the people of Ontario), and critical (criticizes the policies put forth by the Premier and the Cabinet to ensure that policies are in the best interests of the public). The Clerk of the Assembly is its principal permanent officer and is responsible for providing the Speaker and MPPs with procedural advice. The Speaker of the Assembly is its chief presiding officer and is responsible for both policy and operations of the Legislature.

Another important feature of the Legislative Assembly is the committee system, which is designed to enhance the legislative process. There are three types of committees, commonly known as **Standing Committees**, **Select Committees** and **The Committee of the Whole House**. These committees are involved in reviewing legislation, scrutinizing budget estimates and undertaking special studies or investigations.

Standing Committees, composed of a group of Members drawn from each political party, are created and given areas of jurisdiction at the beginning of each session. Standing committees meet as long as the Legislative Assembly is in session and often during recesses, and report to the Assembly from time to time on matters referred to them. Standing Committees are automatically terminated when a session ends.

Select Committees, composed of fewer Members than Standing Committees, are ad hoc groups appointed by the Legislative Assembly to inquire into specific and complex issues. Once a Select Committee's task is completed, it is dissolved.

Committee of the Whole House is the term used to refer to the Legislative Assembly when it sits in the House to debate certain matters (usually a bill after it has had second reading). Instead of the Speaker, it is the Deputy Speaker or the Chairman of the Committee of the Whole House who presides over this sitting.

Information on select and standing committees may be obtained from the Office of the Clerk of the Legislative Assembly, Legislative Building, Queen's Park, Toronto M7A 1A2, telephone 416-965-1406.

Members of Provincial Parliament and their constituency offices are listed below. The list consists of two parts: member/constituency and constituency/member. The member/constituency list includes constituency addresses and local and toll-free telephone numbers for each MPP. Refer to the Government of Ontario Telephone Directory for MPPs' local telephone numbers in Queen's Park, Toronto.

MEMBER/CONSTITUENCY

Richard Allen, NDP
(Hamilton West)
c/o Rm. 222, Legislative Bldg.
Queen's Park, Toronto M7A 1A2

Philip Andrewes, PC
(Lincoln)
520 Ontario St.
Beamsville L0R 1B0
416-563-7002
If long distance ask
operator for Zenith 76540

George Ashe, PC (Hon.)
(Durham-West)
37 Station Plaza
Ajax L1S 1S2
416-683-6707

Reuben Baetz, PC (Hon.)
(Ottawa-West)
411 Roosevelt Ave., Ste. 104
Ottawa K2A 3X9
613-729-9310

William Barlow, PC
Cambridge
155 Main St.
Cambridge N1R 1W1
519-623-5852
If long distance ask
operator for Zenith 23140

Claude Bennett, PC (Hon.)
(Ottawa South)
2323 Riverside Dr.
Billings Bridge Plaza
Ottawa K1H 7X4
613-733-6801

Leo Bernier, PC (Hon.)
(Kenora)
1215 8th St. N.
Kenora P9N 2R6
807-468-6311 and
255 VanHorne Ave.
Dryden P8N 2C3
807-223-3000 and
55 Ethel St., Box 172
Sioux Lookout P0V 2T0
807-737-1665 and

S & S Super Centre
Ear Falls P0V 1T0
807-222-2182 and

Highway 105, #22
Red Lake P0V 2M0
807-727-2548 and

First St.
Hudson P0V 1X0
807-582-3594
If long distance ask
operator for Zenith 52990

Margaret Birch, PC (Hon.)
(Scarborough East)
4286 Kingston Rd. Unit #1
West Hill M1E 2N4
416-281-2787

Don Boudria, LIB
(Prescott-Russell)
2001 Laurier St., Ste. 103
Rockland K0A 3A0
613-446-4010 and

580 Cecile Blvd.
Lower Level
Hawkesbury K6A 1P3
613-632-2706
If long distance ask
operator for Zenith 32560

James Bradley, LIB
(St. Catharines)
71 King St., Ste. 201
St. Catharines L2R 3H7
416-684-1661

Andy Brandt, PC
(Sarnia)
185 North Front St.
Sarnia N7T 5S2
519-344-9434

Mike Breaugh, NDP
(Oshawa)
3 1/2 Simcoe St. S.
Oshawa L1H 4G1
416-723-2411

James Breithaupt, LIB
(Kitchener)
 41 King St. W.
Kitchener N2G 1A1
 519-579-5460

Marion Bryden, NDP
(Beaches-Woodbine)
 2118 Danforth Ave.
Toronto M4C 1J9
 416-421-1810

Margaret Campbell, LIB
(St. George)
 314 Jarvis St., Ste. 101
Toronto M5B 2C5
 416-977-4592

Michael Cassidy, NDP
(Ottawa Centre)
 792A Somerset St. W.
Ottawa K1R 6R2
 613-237-0212

Brian Charlton, NDP
(Hamilton Mountain)
 688 Queensdale Ave. E., 3rd Flr.
Hamilton L8V 1M1
 416-388-9734

Sean Conway, LIB
(Renfrew North)
 203 Renfrew St.
Pembroke K8A 5S2
 613-735-6627
 If long distance ask
 operator for Zenith 20970

Dave Cooke, NDP
(Windsor-Riverside)
 1491 Pillette Rd. W., #110
Windsor N8Y 4S9
 519-944-4343

Sheila Copps, LIB
(Hamilton Centre)
 712 Main St. E.
Hamilton L8M 1K8
 416-545-6411

Don Cousens, PC
(York Centre)
 8444 Woodbine Ave.
 P.O. Box 127
Unionville L3R 2L8
 416-495-0021

Eric Cunningham, LIB
(Wentworth North)
 33 King St. E., Ste. #6
Dundas L9H 5R1
 416-627-5955
 If long distance ask
 operator for Zenith 47350

Sam Cureatz, PC
(Durham East)
 34A King St. W.
Bowmanville L1C 1R3
 416-623-6663 and

909 Simcoe St. N., Ste. 4
Oshawa L1G 4W1
 416-571-2084
 If long distance ask
 operator for Zenith 13140

William G. Davis, PC (Hon.)
(Brampton)
 44 Peel Centre Dr.
Brampton L6T 4B5
 416-791-1144

Gordon Dean, PC
(Wentworth)
 6 King St. E.
Stoney Creek L8G 1J8
 416-662-4442
 If long distance ask
 operator for Zenith 15630

Odoardo DiSanto, NDP
(Downsview)
 1359 Wilson Ave., Ste. 1
Downsview M3N 1H7
 416-248-2330

Frank Drea, PC (Hon.)
(Scarborough Centre)
2800 Eglinton Ave. E., Unit 104
Elane Plaza Shopping Centre
Scarborough M1J 2C9
416-261-9525

John Eakins, LIB
(Victoria-Haliburton)
1 Russell St. E., Unit #3
Lindsay K9V 1Z7
705-324-6654 and

Dysart et al, Municipal Office
Haliburton K0M 1S0
705-457-1986
If long distance dial
1-800-461-7672

Robert Eaton, PC
(Middlesex)
32 Main St.
Lambeth N0L 1S0
519-434-8151 and

39 Front St. W.
Strathroy N7G 1X5
519-245-4840
If long distance ask
operator for Zenith 64740

Hugh Edighoffer, LIB
(Perth)
156 Waterloo St. S.
Stratford N5A 4B4
519-271-2081
If long distance ask
operator for Zenith 19930

Robert Elgie, PC (Hon.)
(York East)
1041A Coxwell Ave.
Toronto M4C 3G4
416-425-4560

Murray Elston, LIB
(Huron Bruce)
746 Queen St.
Kincardine N0G 2W0
519-396-4735 and

198 Josephine St.
Wingham N0G 2W0
519-357-2463
If long distance ask
operator for Zenith 14520

Herb Epp, LIB
(Waterloo North)
55 Erb St. E., Ste. 315
Waterloo N2J 4K8
519-886-0780
If long distance ask
operator for Zenith 50040

Ernie Eves, PC
(Parry Sound)
#11 Highway S.
P.O. Box 490
South River P0A 1X0
705-386-0091
If long distance dial
1-800-461-7511

Susan Fish, PC
(St. George)
31 Wellesley St. E., Rm. 107
Toronto M4Y 1G7
416-964-7060

Jim Foulds, NDP
(Port Arthur)
13 St. Paul St.
Thunder Bay 'P' P7A 4S4
807-345-3647
If long distance ask
operator for Zenith 80790

Phil Gillies, PC
(Brantford)
172 Dalhousie St.
Brantford N3T 2J6
519-759-0361

Jim Gordon, PC
(Sudbury)
158 Elgin St. S., Ste. #1
Sudbury P3E 3M5
705-675-1914

Tony Grande, NDP
(Oakwood)
1755 Eglinton Ave. W.
Toronto M6E 2H7
416-789-9866

Bud Gregory, PC (Hon.)
(Mississauga East)
377 Burnhamthorpe Rd. E., Unit 17
Mississauga L5A 3Y1
416-276-1010

Larry Grossman, PC (Hon.)
(St. Andrew-St. Patrick)
350 College St.
Toronto M5T 1S5
416-960-0815

Ray Haggerty, LIB
(Erie)
232 Catherine St.
Port Colborne L3K 4K8
416-835-8342 and

250 Ridge Rd. S.
Ridgeway L0S 1N0
416-894-1525
If long distance ask
operator for Zenith 36950

Mike Harris, PC
(Nippissing)
374 Fraser St.
Ground Flr., Ste. #1
North Bay P1B 3W7
705-474-8340
If long distance ask
operator for Zenith 32580

Ed Havrot, PC
(Timiskaming)
6th Avenue
Englehart P0J 1H0
705-544-7574 and

59 Government Rd. W.
Kirkland Lake P2N 2E6
705-567-4650
If long distance ask
operator for Zenith 80760

Lorne Henderson, PC (Hon.)
(Lambton)
411 Wingfield St., Box 1463
Petrolia N0N 1R0
519-882-1101
If long distance ask
operator for Zenith 63250

Mickey Hennessy, PC
(Fort William)
294 East Brock St.
Thunder Bay 'F' P7E 4H4
807-623-1011 and

612 Simpson St.
Thunder Bay 'F' P7C 3J7
807-623-4450
If long distance ask
operator for Zenith 80780

William Hodgson, PC
(York North)
90 William Roe Blvd.
Newmarket L3Y 1B2
416-898-2130
If long distance ask
operator for Zenith 36440

Jack Johnson, PC
(Wellington-Dufferin-Peel)
149 Main St. S.
Mount Forest N0G 2L0
519-323-3991
If long distance ask
operator for Zenith 60140

Richard Johnston, NDP
(Scarborough West)
3472 Danforth Ave.
Scarborough M1L 1E1
416-691-3511

Terry Jones, PC
(Mississauga North)
6295 Mississauga Rd.
Mississauga L5N 1A7
416-826-7200

Morley Kells, PC
(Humber)
3005 Bloor St. W.
Toronto M8X 1C3
416-236-2702

Douglas R. Kennedy, PC
(Mississauga South)
285 Lakeshore Rd. E.
Mississauga L5G 1H3
416-278-1557

George A. Kerr, PC
(Burlington South)
460 Brant St., Unit #35
Burlington L7R 4B6
416-639-7924

Vince Kerrio, LIB
(Niagara Falls)
4845 Jepson St.
Niagara Falls L2E 1J9
416-357-0681

Al Kolyn, PC
(Lakeshore)
653 Queensway Ave.
Toronto M8Y 1K8
416-259-2249

John Lane, PC
(Algoma-Manitoulin)
Algo Centre Shopping Mall
151 Ontario Ave.
Elliot Lake P5A 1Y3
705-461-9710 and

114 Tudhope Ave., P.O. Box 592
Espanola P0P 1C0
705-869-4881 and

Eleanor St.
Gore Bay P0P 1H0
705-282-2271
If long distance ask
operator for Zenith 60170

Floyd Laughren, NDP
(Nickel Belt)
372 Errington St.
Box 808
Chelmsford P0M 1L0
705-855-3531
If long distance ask
operator for Zenith 44270

Nicholas Leluk, PC (Hon.)
(York West)
5468 Dundas St. W., Ste. 214
Etobicoke M9B 1A8
416-239-4378

Tony Lupusella, NDP
(Dovercourt)
1079 College St.
Toronto M6H 1B4
416-537-2581

Donald MacDonald, NDP
(York South)
1188 Weston Rd.
Toronto M6M 4P4
416-249-9917

Bob Mackenzie, NDP
(Hamilton East)
1345 Main St. E.
Hamilton L8K 1B6
416-544-9644

Robert MacQuarrie, PC
(Carleton East)
1427 Ogilvie Rd.
City of Gloucester
Ottawa K1J 8M7
613-749-9941

Remo Mancini, LIB
(Essex South)
49 Talbot St. E.
Leamington N8H 1L1
519-326-2031
If long distance ask
operator for Zenith 80140

Elie Martel, NDP
(Sudbury East)
 4471 Notre Dame St.
 P.O. Box 381
Hanmer P0M 1Y0
 705-969-4033
 If long distance ask
 operator for Zenith 52970

Bruce McCaffrey, PC (Hon.)
(Armourdale)
 4866A Yonge St.
Willowdale M2N 5N2
 416-224-5706

George McCague, PC (Hon.)
(Dufferin Simcoe)
 7th Flr., Frost Bldg. S.
Queen's Park, Toronto M7A 1Z6
 416-961-2853
 If long distance dial
 1-800-268-7542

Ross McClellan, NDP
(Bellwoods)
 647A Bloor St. W., 2nd Flr.
Toronto M6G 1L1
 416-535-0707

J. Earl McEwen, LIB
(Frontenac-Addington)
 951 Gardiners Rd.
Kingston K7M 3Y5
 613-389-7513
 If long distance dial
 1-800-267-2216

James McGuigan, LIB
(Kent Elgin)
 12 Erie St. S., P.O. Box 40
Merlin N0P 1W0
 519-689-4031 and
 47 Main St. W.
Ridgetown N0P 2C0
 519-674-2853 and

182 Main St.
West Lorne N0L 2P0
 519-768-2930
 If long distance ask
 operator for Zenith 42230

Bob McKessock, LIB
(Grey)
 11 Main St. W.
 P.O. Box 470
Markdale N0C 1H0
 519-986-3102
 If long distance ask
 operator for Zenith 22140

Allan McLean, PC
(Simcoe East)
 39 Peter St. N.
 Box 2320
Orillia L3V 6S2
 If long distance ask
 operator for Zenith 54570

Roy McMurtry, PC (Hon.)
(Eglinton)
 2485A Yonge St.
Toronto M4P 2H5
 416-482-2480

Ron McNeil, PC
(Elgin)
 540 Talbot St.
St. Thomas N5P 1C4
 519-631-0666
 If long distance ask
 operator for Zenith 11520

Frank Miller, PC (Hon.)
(Muskoka)
 75 Manitoba St., Box 2083
Bracebridge P0B 1C0
 705-645-2341
 If long distance ask
 operator for Zenith 27370

Gordon Miller, LIB
(Haldimand-Norfolk)

The Explorer Inn

Jarvis N0A 1J0

519-587-2716

If long distance ask
operator for Zenith 11340

Bob Mitchell, PC
(Carleton)

1580 Merivale Rd. Ste. 310

Nepean K2G 4B5

613-224-7653

Bernard Newman, LIB
(Windsor-Walkerville)

1299 Erie St. E.

Windsor N9A 3Z6

519-258-3922

Robert Nixon, LIB
(Brant-Oxford-Norfolk)

Room 211, Main Legislative Bldg.

Queen's Park M7A 1A2

416-965-3726

If long distance ask
operator for Zenith 75820

Keith Norton, PC (Hon.)
(Kingston & Islands)

159 Wellington St.

Kingston K7L 3E1

613-546-2424

Hugh O'Neil, LIB
(Quinte)

257 North Front St. E.

Belleville K8N 5B6

613-962-1144

David Peterson, LIB
(London Centre)

419 Dundas St. E.

London N6B 1V9

519-433-6631

Ed Philip, NDP
(Etobicoke)

1111 Albion Rd. Ste. #3G

Rexdale M9V 1A9

416-745-0598

René Piché, PC
(Cochrane North)

51 Riverside Dr.

Northern Times Bldg.

Kapuskasing P5N 2Y1

705-335-6400

If long distance ask
operator for Zenith 80880

Jim Pollock, PC
(Hastings-Peterborough)

10 North St.

Stirling K0K 3E0

613-395-3317

If long distance ask
operator for Zenith 42400

Alan Pope, PC (Hon.)
(Cochrane South)

84 3rd Ave.

Timmins P4N 1C3

705-267-6989

If long distance ask
operator for Zenith 80770

Russell Ramsay, PC (Hon.)
(Sault Ste. Marie)

293 Bay St.

Station Mall E3A

Sault Ste. Marie P6A 1X3

705-949-6959

Julian Reed, LIB

(Halton Burlington)

15 Montgomery Lane

Milton L9T 2P8

416-878-1729

If long distance ask
operator for Zenith 66630

T. Patrick Reid, LIB
(Rainy River)
 252 Scott St.
Fort Frances P9A 1G7
 807-274-7619 and

Atikokan P0T 1C0
 807-597-2629
 If long distance ask
 operator for Zenith 21980

James Renwick, NDP
(Riverdale)
 1204 Gerrard St. E.
Toronto M4L 1Y6
 416-461-0223

Jack Riddell, LIB
(Huron Middlesex)
 Devon Building
 476 Main St.
Exeter N0M 1S0
 519-235-0170
 If long distance ask
 operator for Zenith 14730

Alan Robinson, PC
(Scarborough, Ellesmere)
 1231 Ellesmere Rd., Ste. 202
 Birkdale Plaza
Scarborough M1P 2X8
 416-751-6734

David Rotenberg, PC
(Wilson Heights)
 356 Wilson Ave.
Downsview M3H 1S9
 416-630-0080

Albert Roy, LIB
(Ottawa East)
 418 Rideau St.
 Rm. 23
Ottawa K1N 5Z1
 613-238-8428

Robert Runciman, PC
(Leeds)
 32 Wall St.
Brockville K6V 4R9
 613-342-9522
 If long distance ask
 operator for Zenith 20210

Tony Ruprecht, LIB
(Parkdale)
 1264 College St.
Toronto M6H 1C2
 416-535-3158

Richard Ruston, LIB
(Essex North)
 1199 Front Rd.
La Salle N9J 2A7
 519-734-1487
 If long distance ask
 operator for Zenith 80510

George Samis, NDP
(Cornwall)
 365 Montreal Rd. E.
Cornwall K6H 1B6
 613-933-6513
 If long distance ask
 operator for Zenith 32570

Edward Sargent, LIB
(Grey Bruce)
 833 2nd Avenue E.
Owen Sound N4K 2H2
 519-371-2421
 If long distance ask
 operator for Zenith 28850

Margaret Scrivener, PC
(St. David)
 298C Gerrard St. E., 2nd Flr.
Toronto M5A 2G7
 416-964-8663

Howard Sheppard, PC
(Northumberland)
 107 King St. W., Rm. 205
Cobourg K9A 2M4
 416-372-4000
 If long distance ask
 operator for Zenith 20960

Yuri Shymko, PC
(High Park-Swansea)
 2323 Bloor St. W., 218G
Toronto M6S 1P1
 416-766-7656

James Snow, PC (Hon.)
(Oakville)
 345 Lakeshore Rd. E., Ste. 101
Oakville L6J 1J5
 416-845-0298

Michael Spensieri, LIB
(Yorkview)
 1977 Finch Ave. W.
 Norfinch Plaza, Ste. 208
City of North York
Downsview M3N 2V3
 416-743-7272

Bette Stephenson, PC (Hon.)
(York Mills)
 121 Willowdale Ave., Ste. 103
Willowdale M2N 6A3
 416-221-3802

Norman Sterling, PC (Hon.)
(Carleton-Grenville)
 12 Tighe St.
Manotick K0A 2N0
 613-692-2403
 If long distance dial
 1-800-267-1020

Ross Stevenson, PC
(Durham-York)
 Main Parliament Bldgs., Rm. 165
Queen's Park, Toronto M7A 1A2
 416-965-4843
 If long distance ask
 operator for Zenith 33130

Jack Stokes, NDP
(Lake Nipigon)
 Rm. 186, Main Bldg.
 Legislative Bldg.
Queen's Park, Toronto M7A 1A2
 Constituents dial 1-800-268-7192

Mel Swart, NDP
(Welland-Thorold)
 195 East Main St.
Welland L3B 3W7
 416-732-6884

John Sweeney, LIB
(Kitchener-Wilmot)
 5 Manitou Dr.
Kitchener N2C 2J6
 519-579-5460

George Taylor, PC (Hon.)
(Simcoe Centre)
 P.O. Box 1209
 124 Dunlop St. E.
Barrie L4M 5E2
 705-737-4242
 If long distance ask
 operator for Zenith 54560

James Taylor, PC
(Prince Edward Lennox)
 57 Dundas St. E.
Napanee K7R 1H7
 613-354-4368 and

General Delivery
Picton K0K 2T0
 613-476-6732
 If long distance ask
 operator for Zenith 27360

Dennis Timbrell, PC (Hon.)
(Don Mills)
 Flemington Park Shopping Centre
 747 Don Mills Rd.
Don Mills M3C 1T2
 416-423-9677

D. Treleavan, PC
(Oxford)
 19 Riddell St.
Woodstock N4S 6L9
 519-537-5222
 If long distance ask
 operator for Zenith 29720

John Turner, PC (Hon.)
(Peterborough)
 372 Water St.
Peterborough K9H 3L6
 705-742-3777

Ron Van Horne, LIB
(London North)
 1140 Adelaide St. N., Ste. 6
London N5Y 2N5
 519-438-1763

Osie Villeneuve, PC
(Stormont, Dundas and
Glengarry)
 Rm. 411, Legislative Bldg.
Queen's Park M7A 1A2
 416-965-4836

Gordon Walker, PC (Hon.)
(London South)
 220 Wellington Rd. S.
London N6C 5G3
 519-434-7442

Andy Watson, PC
(Chatham Kent)
 233 King St. W.
Chatham N7M 1E6
 519-351-3713 and

P.O. Box 1418
Chatham N7M 5W8

Robert Welch, PC (Hon.)
(Brock)
 236 Glenridge Ave., Ground Flr.
 Glenridge Plaza
St. Catharines L2T 3J9
 416-682-3488

Thomas Wells, PC (Hon.)
(Scarborough North)
 6th Flr., Mowat Block
Queen's Park M7A 1A2
 416-965-3606

Bud Wildman, NDP
(Algoma)
 Box 1114
Sault Ste. Marie P6A 5N7
 705-649-2020
 If long distance ask
 operator for Zenith 35970

John Williams, PC
(Oriole)
 2175 Sheppard Ave. #202A
Willowdale M2J 1W8
 416-494-6856

(Douglas Wiseman, PC (Hon.)
(Lanark)
 10 Sunset Blvd.
Perth K7H 2Y2
 613-267-5210
 If long distance ask
 operator for Zenith 38770

Harry Worton, LIB
(Wellington South)
 Room 211, Legislative Bldg.
Queen's Park M7A 1A2
 Constituents ask operator
 for Zenith 65120

Wm. Wrye, LIB
(Windsor-Sandwich)
 506 Wyandotte St. W.
Windsor N9A 5X6
 519-258-2626

Paul Yakabuski, PC
(Renfrew South)
 19 Renfrew Ave. E.
Renfrew K7V 2W6
 613-432-3206
 If long distance ask
 operator for Zenith 44590

CONSTITUENCY/MEMBER

Algoma
 Bud Wildman, NDP

Algoma-Manitoulin
 John Lane, PC

Armourdale

Bruce McCaffrey, PC

Beaches-Woodbine

Marion Bryden, NDP

Bellwoods

Ross McClellan, NDP

Brampton

Wm. G. Davis, PC (Hon)

Brantford

Phil Gillies, PC

Brant-Oxford-Norfolk

R. F. Nixon, LIB

Brock

Robert Welch, PC

Burlington South

George A. Kerr, PC

Cambridge

Bill Barlow, PC

Carleton

Bob Mitchell, PC

Carleton East

Bob MacQuarrie, PC

Carleton-Grenville

Norman Sterling, PC

Carleton-Kent

Andy Watson, PC

Cochrane North

René Piché, PC

Cochrane South

Alan Pope, PC

Cornwall

George Samis, NDP

Don Mills

Dennis Timbrell, PC

Dovercourt

Tony Lupusella, NDP

Downsview

Odoardo DiSanto, NDP

Dufferin-Simcoe

George McCague, PC

Durham East

Sam Cureatz, PC

Durham West

George Ashe, PC

Durham-York

Ross Stevenson, PC

Eglinton

Roy McMurtry, PC

Elgin

R.K. McNeil, PC

Erie

Ray Haggerty, LIB

Essex North

Richard Ruston, LIB

Essex South

Remo Mancini, LIB

Etobicoke

Ed Philip, NDP

Fort William

Mickey Hennessy, PC

Frontenac-Addington

J. Earl McEwen, LIB

Grey

Robert McKessock, LIB

Grey-Bruce

Eddie Sargent, LIB

Haldimand-Norfolk

Gordon Miller, LIB

Halton-Burlington
Julian Reed, LIB

Hamilton Centre
Sheila Copps, LIB

Hamilton East
Bob Mackenzie, NDP

Hamilton Mountain
Brian Charlton, NDP

Hamilton West
Richard Allen, NDP

Hastings-Peterborough
Jim Pollock, PC

High Park-Swansea
Yuri Shymko, PC

Humber
Morley Kells, PC

Huron-Bruce
Murray Elston, LIB

Huron-Middlesex
Jack Riddell, LIB

Kenora
Leo Bernier, PC

Kent-Elgin
James McGuigan, LIB

Kingston and the Islands
Keith Norton, PC

Kitchener
James Breithaupt, LIB

Kitchener-Wilmot
John Sweeney, LIB

Lake Nipigon
J.E. Stokes, NDP

Lakeshore
Al Kolyn, PC

Lambton
Lorne Henderson, PC

Lanark
Douglas Wiseman, PC

Leeds
Robert Runciman, PC

Lincoln
Philip Andrewes, PC

London Centre
David Peterson, LIB

London North
Ron Van Horne, LIB

London South
Gordon Walker, PC

Middlesex
Robert Eaton, PC

Mississauga East
Bud Gregory, PC

Mississauga North
Terry Jones, PC

Mississauga South
Douglas Kennedy, PC

Muskoka
Frank Miller, PC

Niagara Falls
Vince Kerrio, LIB

Nickel Belt
Floyd Laughren, NDP

Nipissing
Michael Harris, PC

Northumberland
Howard Sheppard, PC

Oakville
James W. Snow, PC

Oakwood

Tony Grande, NDP

Oriole

John Williams, PC

Oshawa

Mike Breaugh, NDP

Ottawa Centre

Michael Cassidy, NDP

Ottawa East

Albert Roy, LIB

Ottawa South

Claude Bennett, PC

Ottawa West

Reuben Baetz, PC

Oxford

Richard L. Treleaven, PC

Parkdale

Tony Ruprecht, LIB

Parry Sound

Ernie Eves, PC

Perth

Hugh Edighoffer, LIB

Peterborough

John Turner, PC

Port Arthur

Jim Foulds, NDP

Prescott-Russell

Don Boudria, LIB

Prince Edward-Lennox

James Taylor, PC

Quinte

Hugh O'Neil, LIB

Rainy River

T. Patrick Reid, LIB

Renfrew North

Sean Conway, LIB

Renfrew South

Paul Yakabuski, PC

Riverdale

Jim Renwick, NDP

Sarnia

Andy Brandt, PC

Sault Ste. Marie

R.H. Ramsay, PC

Scarborough Centre

Frank Drea, PC

Scarborough East

Margaret Birch, PC

Scarborough-Ellesmere

Alan Robinson, PC

Scarborough North

Thomas Wells, PC

Scarborough West

Richard Johnston, NDP

Simcoe Centre

George Taylor, PC

Simcoe East

Allan McLean, PC

St. Andrew-St. Patrick

Larry Grossman, PC

St. Catharines

Jim Bradley, LIB

St. David

Margaret Scrivener, PC

St. George

Susan Fish, PC

Stormont-Dundas-Glengarry

Osie F. Villeneuve, PC

Sudbury
Jim Gordon, PC

Sudbury East
Elie Martel, NDP

Timiskaming
Edward Havrot, PC

Victoria-Haliburton
John Eakins, LIB

Waterloo North
Herbert A. Epp, LIB

Welland-Thorold
Mel Swart, NDP

Wellington-Dufferin-Peel
Jack Johnson, PC

Wellington South
Harry Worton, LIB

Wentworth
Gordon Dean, PC

Wentworth North
Eric Cunningham, LIB

Wilson Heights
David Rotenberg, PC

Windsor-Riverside
David Cooke, NDP

Windsor-Sandwich
Bill Wrye, LIB

Windsor-Walkerville
Bernard Newman, LIB

York Centre
Don Cousens, PC

York East
Robert Elgie, PC

York Mills
Bette Stephenson, PC

York North
William Hodgson, PC

York South
Donald C. MacDonald, NDP

Yorkview
Mike Spensieri, LIB

York West
Nick Leluk, PC

SPEAKER OF THE ASSEMBLY

LEGISLATIVE 2

Legislative Bldg.
Queen's Park, Toronto M7A 1A1
416-965-2331

The **Speaker of the Assembly** is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker also chairs the **Board of Internal Economy** that governs the financial affairs of the Assembly including the review of the estimates. The office includes the **Sergeant-at-Arms of the Assembly** (965-4625) as well as the pages employed during sessions. The office can provide information on the schedule of sittings and sessions of the **legislature**.

CLERK OF THE ASSEMBLY

LEGISLATIVE 3

Legislative Bldg.
Queen's Park, Toronto M7A 1A1
416-965-1406

The Clerk is principal officer of the Assembly and is responsible for procedure and the

daily publication of the **Order Paper** and **Votes and Proceedings**, the official record of the activities of the **Legislature**. The Clerk's Office will answer questions about the status of **legislation (bills)** before the Legislature, rules pertaining to **Private Bills** and **select and standing committees**.

LEGISLATIVE ASSEMBLY ADMINISTRATIVE OFFICES

LEGISLATIVE 4

Legislative Bldg.
Queen's Park, Toronto M7A 1A1
416-965-9494

The Administrative Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament and his or her staff, MPP constituency offices and the various offices under the Office of the Legislative Assembly. In addition, the Administrative Office is responsible for information and tours service, food and beverage and stewards services in the legislative buildings.

Administrative services (965-9489) include the coordination of MPP constituency offices (see list under the Legislative Assembly entry), purchasing of goods and services, supply management, printing services and the maintenance of policy and procedures manuals.

Financial services (965-9489) include general accounting, payroll and expense account services.

Personnel services (965-9492) include the establishment of personnel policies and procedures, the establishment of appropriate classification and compensation levels for employees, staff recruitment and coordination of the Affirmative Action Program to improve the status of Ontario government female employees. The office participates in the government's **youth employment** (Experience Program).

Food and Beverage Services (965-4340) includes **Stewards Services** (965-7651) which administers the **Press Gallery Lounge** and the Member's Lounge, and the **Member's Dining Room** (965-2011) which offers MPPs facilities for luncheons, dinners, and receptions.

PARLIAMENTARY AND PUBLIC RELATIONS OFFICE

LEGISLATIVE 5

Legislative Bldg.
Queen's Park, Toronto M7A 1A1
416-965-4028

The **Parliamentary and Public Relations Office** conducts individual and group **tours** of the **Legislative Building**. Tour guides explain the history of the Legislative Building, the workings of the parliamentary system in Ontario, and are able to answer any questions raised by the tour group. **Art** tours of the Macdonald Block are booked upon request. **Bilingual** guides are available.

The staff are located at the main entrance to the Legislative Building and provide **information services** to the visiting public. Inquiries are answered and tourist information concerning Ontario and Toronto attractions is distributed.

This office is responsible for providing assistance to the Speaker and Members of Provincial Parliament travelling outside Queen's Park as delegates of the Legislative Assembly. The staff also prepare and implement programs for special guests visiting the Assembly from other jurisdictions.

HANSARD REPORTING SERVICE

LEGISLATIVE 6

Legislative Bldg.
Queen's Park, Toronto M7A 1A1
416-965-1456

The Hansard Reporting Service covers all sittings of the **Legislature** of Ontario and selected committees and publishes an official report (**Hansard**). Index information on Hansard for the current session of the Legislature can be obtained by calling 965-2159. The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. For subscriptions contact Sessional Subscription, **Print Procurement** Service, Ministry of Government Services, 9th Floor, Ferguson Block, Queen's Park (965-2238).

LEGISLATIVE LIBRARY, RESEARCH AND INFORMATION SERVICES

LEGISLATIVE 7

Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-965-4545

Provides reference and information services to **Members of Provincial Parliament** (MPP) and staff, officers of the Legislative Assembly, research officers for the three parties, and members of the Legislative Press Gallery. Also provides a **research** service exclusively for MPPs. The Legislative **Library's** collection is particularly strong in the social sciences and **legal** materials. It has a large collection of Canadian, Ontario, other provincial and United States government publications as well as all the major Ontario daily and weekly newspapers. It also administers the **Press Clipping Service** 700 Bay St., Suite 1402, (965-2088) which provides MPPs with press clippings from selected Ontario **newspapers**.

The **Checklist and Catalogue Service** 180 Bloor St. W., 5th Floor, 963-1995 which is also administered by the Legislative Library, compiles a monthly checklist and an annual catalogue of Ontario government publications as well as a quarterly catalogue of **French** language publications issued by the Ontario government.

CHIEF ELECTION OFFICER

LEGISLATIVE 8

10 Lombard St.
Toronto M5C 1M3
416-965-6831

The Office of Chief Election Officer conducts any provincial election under the **Ontario Election Act**. Coordinates appointment, training and payment of **election** officials and coordinates arrangements for rentals, equipment and supplies for polling places at an election. Directs and supervises local Returning Officers in each of 125 **electoral districts**. Provides a public information film, 'Securing the Vote' and publishes **historical** information dating back to 1867, relating to provincial elections, **legislatures**, cabinets and **political** candidates. Maintains an Index of Provincial Electoral Districts by street name and number to assist persons who wish to know their **electoral district** and the name, telephone number and contact address of their **Member of Provincial Parliament** (MPP). See the Legislative Assembly entry, LEGISLATIVE 1, for a list of MPPs and their constituency offices.

COMMISSION ON ELECTION CONTRIBUTIONS AND EXPENSES

LEGISLATIVE

151 Bloor St. W.
Toronto M5S 1S4
416-965-0455

The Commission on Election Contributions and Expenses administers the **Election Finances Reform Act** which provides for registration of **political** parties and constituency (riding) associations active in Ontario, and candidates in a provincial **election**. Limits political contributions to, and period of **advertising** and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides **subsidies** to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts and expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

OMBUDSMAN
125 Queen's Park
Toronto M5S 2C7
416-596-3300

LEGISLATIVE

The Ombudsman's Office administers the Ombudsman Act. The Ombudsman is an officer of the Legislature of Ontario whose function, with specified exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario government. Complaints should be made in writing, however complainants can visit or call the above office. There are also offices in Thunder Bay (1265 Arthur St. E., P7E 6E7, 807-623-5058) and North Bay (591 Main St. E., P1B7, 705-476-5800). The staff is multilingual. The Ombudsman reports annually to the Speaker of the Legislature. The Ombudsman is listed in all Ontario telephone directories under Ombudsman Ontario.

PROVINCIAL AUDITOR
56 Wellesley St. W., 4th Flr.
Toronto M7A 1A2
416-965-1381

LEGISLATIVE

The Provincial Auditor administers the Audit Act, carrying out the statutory requirements imposed under the **Audit Act** and other statutes of the Province. The Provincial Auditor manages the **audit** of the **Consolidated Revenue Fund** as well as that of ministerial and quasi-judicial agencies. Financial information on ministries and some **Crown corporations, agencies and boards** can be obtained from the Provincial Auditor's Report and Public Accounts of Ontario, Vol. II. These publications are available from the Ontario Government Bookstore. The Provincial Auditor's Office participates in the Affirmative Action Program which is designed to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

GOVERNMENT CAUCUS OFFICE
Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-965-2337

LEGISLATIVE

The Progressive Conservative Party (PC) is at present the party in power. Each Member

of Provincial Parliament belonging to the Progressive Conservative Party is part of the Government Caucus. The **Caucus** deliberates policies and programs which will become part of **legislation** to be introduced in the Legislature. Specific committees are responsible for certain areas. The Caucus Office has a **Chief Whip** who looks after attendance in full Caucus, committee meetings and in the Legislature, and keeps all Members informed as to what votes are expected in the Legislature. Each Member of Provincial Parliament has a constituency office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

LIBERAL PARTY CAUCUS OFFICE

LEGISLATIVE 13

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-1676

Each Member of Provincial Parliament (MPP) representing the Liberal Party belongs to the Liberal Party **Caucus**. The Liberal Party is at present the Official Opposition to the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. It invites and reviews input from the public on matters of provincial jurisdiction. In addition, each Liberal MPP has a local constituency office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

NEW DEMOCRATIC PARTY CAUCUS OFFICE

LEGISLATIVE 14

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-3311

Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP **Caucus**. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions about caucus policies and activities, etc. For general information, phone 965-3311. To contact NDP Research Office, phone 965-5392. Each Member of the Provincial Parliament has a constituency office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

ACTS

LEGISLATIVE 15

The following is a list of Acts administered by the Assembly Office.

Legislative Assembly Act

Legislative Assembly Retirement Allowance Act, 1973

MINISTRY OF AGRICULTURE AND FOOD

801 Bay St.

Toronto M7A 2B2

The Ministry of Agriculture and Food is one of the oldest ministries in the Ontario Government. Prior to the formation of the Ontario Department of Agriculture in 1888, agricultural administration in Upper Canada was just under a Board of Agriculture, then a Bureau of Agriculture.

In 1965, the name was changed to the Department of Agriculture and Food and, subsequently, Ministry, to more accurately reflect its responsive role in the entire food production chain.

With rapid changes taking place in society, the Ministry has undergone a major reorganization to become as responsive as possible to Ontario's \$10 billion agricultural and food industry.

On April 1, 1982, the Ministry of Agriculture and Food reorganized its services into three major groups — Marketing and Development, Finance and Policy, and Technology and Field Services — each headed by an Assistant Deputy Minister reporting to the Deputy Minister.

The Marketing and Development Group is responsible for eight branches grouped under three divisions. The Marketing Division encompasses the Farm Products Marketing Branch, the Market Development Branch and the Food Processing Branch. The Quality and Standards Division is responsible for the Livestock Inspection Branch, the Dairy Inspection Branch and the Fruit and Vegetable Inspection Branch. The Foodland Preservation and Improvement Division has the Foodland Preservation Branch and the Capital Improvements Branch.

The Finance and Policy Group is directly responsible for four branches - Crop Insurance and Stabilization Branch, Farm Assistance Programs Branch, Economics Branch and Strategic Planning Branch.

The Technology and Field Services Group is responsible for seven branches plus the five agricultural colleges, grouped under two divisions. The Education and Research Division is responsible for the Rural Organizations and Services Branch, the Horticultural Research Institute of Ontario, the five agricultural colleges and the Ontario Agricultural Museum. The Advisory and Technical Services Division has the Agricultural Representatives Branch, the Animal Industry Branch, the Plant Industry Branch, Agricultural Laboratory Services and Veterinary Laboratory Services. In addition to the above responsibilities, the office of the Assistant Deputy Minister, Technology and Field Services will also directly administer a number of special programs and assignments including the Agricultural Research Institute of Ontario and the Ministry's Provincial Lottery Research Awards Program.

The Administration Division consisting of the Personnel Branch, the Accounts and Office Services Branch and the Audit Branch is organized as a separate division reporting directly to the Deputy Minister.

The Communications Branch, because it provides services and advice to all segments of the Ministry, also reports directly to the Deputy Minister.

Information on details of the reorganization was not yet available at the time of printing

this edition. Consequently, the information below reflects the Ministry structure prior to the reorganization.

DEPUTY MINISTER'S OFFICE

AUDIT SERVICES BR

801 Bay St., 4th Flr.
Toronto M7A 2B2
416-965-3241

AG & FOOD 1

The branch is responsible for the Ministry's audit functions which include review and appraisal of Ministry accounting, financial and management controls. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

ECONOMICS BR

801 Bay St., 4th Flr.
Toronto M7A 1B6
416-965-1064

AG & FOOD 2

Serves the Ministry, government committees and the **agricultural** industry (marketing boards, administrative bodies, farmers) by assembling and interpreting **agricultural economic** information. Conducts **research** into **farm** costs, marketing methods, **farm** business management, agricultural policy, etc., and gathers and publishes a wide range of **agricultural statistics**. Field staff carry on economic research projects, maintain close liaison with other field office staff of the Ministry and with marketing boards, provide consulting services to **farm** organizations and individual farmers and regularly attend farmers' meetings. They serve the Province from field offices in Chatham, Guelph, Kemptville and Vineland Station (listed under the County and District Field Offices entry). The economist at Kemptville lectures to students on agricultural economics. Information is also available from the Ministry's county and district offices (see list under this Ministry's County and District Field Offices entry, AG & FOOD 38).

INFORMATION BR

801 Bay St., 12th Flr.
Toronto M7A 1A5
416-965-1056

AG & FOOD 3

Provides information services for the Ministry of Agriculture and Food. Activities include media liaison, answering public inquiries, producing and distributing publications, news releases and audio-visual materials, providing up-to-date market quotes on selected **agricultural** commodities. The branch establishes the Ministry's communications policy and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister.

LEGAL BR

801 Bay St., 10th Flr.
Toronto M7A 2B2
416-965-6805

AG & FOOD 4

Provides legal services for the Ministry of Agriculture and Food. Counsels the Ministry on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the Minis-

try with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc.

PERSONNEL BR

AG & FOOD 5

801 Bay St., 9th Flr.

Toronto M7A 1A4

416-965-7452

Performs the personnel functions for the Ministry of Agriculture and Food. The branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, staff development, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

PROGRAMS COORDINATION SECRETARIAT

AG & FOOD 6

801 Bay St., 3rd Flr.

Toronto M7A 2B2

416-965-7571

Coordinates policy and program planning and development and program delivery for the Ministry. Maintains liaison with Cabinet Office, Policy and Priorities Board, Cabinet Committee for Resources Development, Management Board and other ministries and agencies. Develops and maintains a program management and planning oriented information system to ensure widest and earliest possible consideration for policy and program proposals and to expedite program delivery and resource allocation. Initiates and maintains the Ministry's Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women. Area Coordinators provide leadership in the coordination of field staffs in nine areas of the Province and farm management specialist services to farmers. Coordinates the Customer Service program of the Ministry.

The Programs Coordination Secretariat administers the **1982 Ontario Farm Adjustment Assistance Program**, a one year program designed to provide assistance to farmers in the financial restructuring, reorganizing and consolidation of those farm enterprises which are currently experiencing extreme financial difficulties, but which could be viable. In addition to direct financial assistance, farm business management counselling is available to participating farmers. The three partners in this program are the producer (farmer), the bank and the Ontario government.

The assistance package to an individual producer (farmer) can include one or a combination of three options: first, deferral of interest by the bank on bank loan(s) for a period of six months backed by a provincial guarantee; second, an interest reduction grant on floating rate bank loans and short term fixed rate bank loans for operating purposes only (maximum amount of grant is 5% for a period not to exceed one year; in no case may the interest reduction grant reduce the interest payable on qualifying loans below 12%); third, a Province of Ontario guarantee of a new line of bank credit for operating purposes only.

For further information such as eligibility criteria, the application process and management of the program, contact the local Ministry of Agriculture and Food county or district office (see list under the County and District Field Offices entry, AG & FOOD 38).

FINANCE AND ADMINISTRATION DIVISION

ACCOUNTS BR

801 Bay St., 9th Flr.

Toronto M7A 2A3

416-965-1159

AG & FOOD 7

The branch is responsible for the Ministry's accounting functions. These include payroll and expense account services, accounts payable, and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies. The branch also provides funds for the **Farm Tax Reduction Program** which is administered by the Subsidies Branch, Ministry of Municipal Affairs and Housing (MAH 44).

MANAGEMENT SYSTEMS AND ADMINISTRATION SERVICES BR

801 Bay St., 3rd Flr.

Toronto M7A 2B2

416-965-5961

AG & FOOD 8

Supplies the Ministry with administrative services, computer systems development and data processing. Also operates Ministry **library** (965-1816). The library operates the Ministry **reading room** to provide public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

Administrative Services include purchasing of goods and services, supply management, printing and duplicating services, mail and transportation services, records management, assets management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. It is also responsible for office safety supervision.

Systems development services include the definition, development and documentation of the Ministry's computerized or manual information and administrative systems and liaison with the Ministry of Government Services' Communications and Computer Services Division.

PRODUCTION AND RURAL DEVELOPMENT DIVISION

AGRICULTURAL ENERGY CENTRE

801 Bay St., 12th Flr.

Toronto M5S 1Z1

416-965-9519

AG & FOOD 9

Provides assistance to farmers with energy management problems. Gathers information on alternate **energy** sources for **agricultural** use. The Centre's six energy specialists work in collaboration with the Ministry field staff to help farmers faced with increasing energy costs. Farmers who have ideas for innovative energy projects may also seek advice from the specialists.

Some of the on-farm research projects the specialists are involved in include methane gas production, lighting levels, simple solar energy systems, biomass burners, and alcohol distillation of fuels.

The design, installation procedures and monitoring of the projects are included in technical reports prepared by the specialists for distribution within the Ministry. After a project is operating properly, general information sheets are written for distribution to farmers.

The energy specialists may be contacted at the following locations:

Energy Specialist
(tobacco, crop practices)
Box 186
Research Station
Delhi N4B 2W9
519-582-1950

Energy Engineer
(propane, methane, heat pumps)
Engineering Building
University of Guelph
Guelph N1G 2W1
519-824-4120 Ext. 2463

Energy Specialist
(livestock)
Dept. of Animal Science
University of Guelph
Guelph N1G 2W1
519-824-4120 Ext. 3738

Energy Information Specialist
(Energy Bus)
Engineering Building
University of Guelph
Guelph N1G 2W1
519-824-4120 Ext. 2463

Energy Specialist
(Biomass)
Kemptville College
Kemptville K0G 1J0
613-258-3411 Ext. 245

Energy Engineer
(solar, fuel alcohol,
grain drying)
Ridgetown College
Ridgetown N0P 2C0
519-674-5456

For further information, contact this Ministry's county and district offices (see the County and District Field Offices entry, AG & FOOD 38).

**AGRICULTURAL & HORTICULTURAL
SOCIETIES BR**
801 Bay St., 10th Flr.
Toronto M7A 2B2
416-965-1091

AG & FOOD 10

Gives grants to agricultural societies in Ontario for exhibitions, fairs, crops competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowmen's associations. Horticultural societies hold exhibitions and competitions (i.e., flowers, plants and vegetables) and conduct courses on gardening. The Ontario Plowmen's Association, which sponsors the International Plowing Match and Farm Machinery Show, the Ontario Association of Agricultural Societies and the Ontario Horticultural Association have their headquarters at this branch. For information contact this Ministry's county and district offices (see the County and District Field Offices entry, AG & FOOD 38).

AGRICULTURAL MANPOWER SERVICES

AG & FOOD 11

801 Bay St., 10th Flr.

Toronto M7A 1B1

416-965-6149

Assists Ontario farmers with their **manpower** needs by providing information and advice on **farm** labour supply, **employment** standards legislation, **personnel** management, **job** creation programs and training programs for **farm** workers. Provides financial assistance to **fruit**, **vegetable** and **tobacco** growers under the **Ontario Seasonal Housing Assistance Program**. Assistance is also given to **students** and young farmers involved in **exchanges** between farms in Ontario and foreign countries. For information contact this Ministry's county and district offices (see the County and District Field Offices entry, AG & FOOD 38).

CROP INSURANCE COMMISSION OF ONTARIO

AG & FOOD 12

801 Bay St., 5th Flr.

Toronto M7A 1B7

416-965-1811

Makes available to farmers a crop **insurance** plan to insure about 30 commercially grown **crops** against natural disaster.

EXTENSION BR

AG & FOOD 13

801 Bay St., 7th Flr.

Toronto M7A 1B2

416-965-1241

Conducts **education** programs, provides advisory services and administers government policies designed to assist farmers in the management of their **farm** operations.

Agricultural representatives (ag reps) in 54 county and district offices located throughout the Province carry out Extension Branch programs which deal with three main areas: **farm** management, **agricultural engineering**, and **Four-H (4-H)** and **Junior Farmers**.

The **farm** management program encourages and assists farmers to use their resources effectively to make their farms productive and profitable. The program comprises financial and business management, **livestock** management, and **soils** and **crops** management assistance. Ag reps advise farmers on financial matters, e.g., business analysis, estate planning, pricing, marketing, accounting, and overall **farm** planning.

Livestock management consists of information and advice to livestock and **poultry** producers on the economics of production, choice and size of enterprise, feed evaluation, storage and handling, testing, herd and flock health, marketing, etc. **Soils** and **crops** management assistance concentrates on the economics of production, tillage, land use, erosion control, fertilizer recommendations, **weed**, **insects** and **disease** control, variety selection, crop handling and storage systems, **crops insurance**, drainage and irrigation. **Agricultural engineering** specialists give information and advice in the areas of farm drainage, farm structures (Canada Plan Service plans, Ontario Building Code), **machinery** management, **pollution** control (manure and waste management), **water** supply and **energy** conservation.

Ag reps coordinate the **4-H youth** program and act as contacts for the **Junior Farmers' Association of Ontario**, producing publications, giving guidance and assistance, **volunteer** leadership training, and **scholarships** for **travel** and **exchanges**. **Agricultural** representa-

tives give information on the **Junior Agriculturalist Program**, a summer program for **youth** wanting experience on farms. **Agricrew**, a summer **youth employment** program which provides **subsidies** for the salaries farmers pay for the **employment** of **students** on farms, is administered from county and district offices.

Extension Branch staff administer the **Farm Productivity Incentive Program** which provides **financial assistance** to farmers for certain capital improvements and **soils management** projects on their farms. The branch also administers the **Northern Ontario Assistance Program**, funded by the Ministry of Northern Affairs, which provides **financial assistance** to Northern Ontario farmers.

For a list of county and district offices and other Ministry offices see the County and District Field Offices entry, AG & FOOD 38.

FARM INCOME STABILIZATION COMMISSION

AG & FOOD 14

801 Bay St., 5th Flr.
Toronto M7A 2B2
416-965-1811

Farm Income Stabilization plans are available to provide **financial assistance** during times of low prices for **hogs** or for the following **crops**: white beans, soybeans, winter wheat and corn, to guarantee participating producers a price equal to 95 per cent of the market price over the previous five years, adjusted for cash costs.

FOODLAND DEVELOPMENT BR

AG & FOOD 15

801 Bay St., 6th Flr.
Toronto M7A 2B2
416-965-9433

Reviews **official plans**, **environmental assessments** and project proposals for their **land use planning** implications for agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes **farm land** held by the government for future development. The branch also administers the **Topsoil Preservation Act** (allowing municipalities to regulate removal of topsoil). Administers the **Non-Resident Agricultural Land Interests Registration Act**, which requires non-residents of Canada to file a form indicating their interests in agricultural holdings in Ontario larger than 10 hectares. Drainage Section (965-9921) administers the **Tile Drainage Act** and the **Drainage Act (financial assistance** to municipalities and farmers for the improvement of **farm land**) and the **Agricultural Tile Drainage Installation Act** (licences for installers of tile drainage systems on farm land). The branch has planning specialists in the Ministry's county and district offices in St. Thomas, Fergus, Lindsay and Kemptville. Addresses are included in the list of county and district offices found in the County and District Field Offices entry, AG & FOOD 38.

HOME ECONOMICS BR

AG & FOOD 16

801 Bay St., 8th Flr.
Toronto M7A 1B5
416-965-1421

Provides formal **home economics educational** programs for rural people, consistent with locally identified needs, which will improve the quality of life in the home and community. Also coordinates the **4-H Homemaking Club** youth program and provides **volunteer leadership** training. Provides home economics information to individuals, government,

farm organizations and agribusiness through the Ministry's 54 county or district offices (see County and District Field Offices, AG & FOOD 38).

LIVESTOCK BR

AG & FOOD 17

801 Bay St., 8th Flr.

Toronto M7A 1B4

416-965-5971

Promotes production of **livestock** and high quality livestock products through management improvement programs and **grants** for Ontario producers. Maintains a **laboratory** where feed samples are analyzed. This branch is responsible for acts affecting **livestock** producers, e.g., the **Hunter Damage Compensation Act**, the **Artificial Insemination of Livestock Act** (issuance of **licences** to providers of artificial insemination services for livestock), the **Beef Cattle Marketing Act**. Other acts provide for: the grading of **livestock** and **poultry**, **licences** to those who conduct auctions of pure-bred **livestock**, payment of licence fees to the **Ontario Sheep Association** on the sales of **wool**. **Livestock** specialists are available to give management advice to producers throughout Ontario. For information contact this Ministry's county and district offices (see County and District Field Offices entry, AG & FOOD 38).

ONTARIO FARM MACHINERY BOARD

AG & FOOD 18

University of Guelph

Guelph N1G 2W1

519-824-4120 Ext. 2464

Investigates complaints regarding **farm machinery** and may bring together interested parties to resolve problems of service, parts supply and guarantees involving farmers, dealers and manufacturers in Ontario. The Board has developed an Ontario Farm Machinery Distributor and Retail Dealer Code which defines the extent of commitment of farm machinery distributors and dealers with respect to new farm machinery transactions. Distributors and dealers voluntarily agreeing to meet and adhere to the requirements of the Code will be certified by the Board.

RURAL DEVELOPMENT BR

AG & FOOD 19

301 Bay St., 10th Flr.

Toronto M7A 1B1

416-965-7661

Administers federal-provincial programs for **farm** and rural development including the **Agricultural and Rural Development Agreement (ARDA)** and **General Development Agreement (GDA)** subsidiaries. Manages programs which make available to farmers guaranteed bank **loans**, including the **Ontario Young Farmers Credit Program**. Administers the **Ontario Junior Farmer Establishment Loan Corporation**. Agricultural representatives (ag reps) in county and district offices work closely with applicants to, and those interested in, these programs giving counselling and assistance. Farmers in financial difficulty may present their case to their agricultural representatives who will submit each case to the **Ontario Farm Review Committee**. The Committee reviews the case and makes recommendations to the farmers via the agricultural representatives (see County and District Field Offices entry, AG & FOOD 38).

SOILS AND CROPS BR

AG & FOOD 20

801 Bay St., 7th Flr.
 Toronto M7A 2B2
 416-965-1081

Provides information at local offices throughout the province on the commercial production of field and **horticultural crops** (e.g. greenhouse **vegetables** and ornamental **plants, mushrooms**). Information is available to commercial growers on restrictions in use of **pesticides**. Responsible for administration of the **Weed Control Act** through municipally-appointed inspectors. Complaints should be directed to the municipality. For information contact this Ministry's county or district office (see County and District Field Offices entry, AG & FOOD 38).

MARKETING DIVISION

FARM PRODUCTS APPEAL TRIBUNAL

AG & FOOD 21

801 Bay St., 12th Flr.
 Toronto M7A 2B2
 416-965-5844

Hears **appeals** against decisions made by marketing boards established under the **Farm Products Marketing Act** and the **Milk Act**.

FARM PRODUCTS MARKETING BR

AG & FOOD 22

801 Bay St., 2nd Flr.
 Toronto M7A 2B2
 416-965-2124

Consists of the **Farm Products Marketing Board** and the **Milk Commission of Ontario** which administer the **Farm Products Marketing Act** and the **Milk Act**, respectively. For information contact Ministry's county and district offices (see County and District Field Offices, AG & FOOD 38). The Farm Products Marketing Board and the Milk Commission supervise the marketing boards established under the two Acts and are responsible for making recommendations on changes in the regulations. The Farm Products Marketing Act provides for **commodity** regulation (43 commodities under 24 individual plans, each plan administered by a producer marketing board). The Act also requires the licensing of processors of regulated commodities (e.g., turkey, vegetables, grapes, tender fruit, soybeans, potatoes, apples, asparagus, berries) and soybean brokers and dealers and seed corn buyers. The Milk Commission cooperates with the **Ontario Milk Marketing Board**, the **Cream Producers' Marketing Board** and the **Ontario Dairy Council** in dairy policy planning and development.

FARM PRODUCTS QUALITY BR
FRUIT & VEGETABLE SECTION

AG & FOOD 23

801 Bay St., 6th Flr.
 Toronto M7A 1A7
 416-965-1058

Regulates the inspection and grading of twenty-five fruit and vegetables in addition to flue-cured and burley **tobacco, honey, maple syrup, Christmas trees**, tomato seedlings. Offers technical advice to growers and producers and informs the public on marketing and sales standards of fruit, vegetables, honey and maple products. This section provides the Ministry's Information Branch with market reports on seasonal **crops**. Issues **licences**

to operators of controlled atmosphere storages and to packers of apples from such storages, to dealers of **fruit** and **vegetables**, and to **nurseries**. Controls disease in nurseries and controls neglected **orchards** to prevent spread of infestations of **disease** or **insects**. Administers the **Bees Act** which requires **registration** of **apiaries** (where bees are kept for honey production). To register contact Provincial Apiarist, Dept. of Environmental Biology, University of Guelph, 519-824-4120 Ext. 2477. For information contact this Ministry's county and district offices (see County and District Field Offices entry, AG & FOOD 38).

FARM PRODUCTS QUALITY BR MILK INDUSTRY SECTION

AG & FOOD 24

301 Bay St., 6th Flr.
Toronto M7A 1A7
16-965-2411

Undertakes programs to ensure that **milk** marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for **dairy farm** inspections and monthly testing of raw milk. Issues **licences** to, and arranges for training and inspecting the work, of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences, regulates and inspects plants manufacturing milk products, **margarine** and **edible oils**. The **laboratory** in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the **Ontario Milk Marketing Board** for determining payment to producers. Conducts regular milk utilization audits. Monitors consumer packages for composition and fill control. For information contact Ministry's county and district offices (see County and District Field Offices, AG & FOOD 38).

MARKET DEVELOPMENT BR

AG & FOOD 25

301 Bay St., 2nd Flr.
Toronto M7A 2B2
16-965-6472

Domestic Section (965-7701) and Export Section (965-7038) programs are designed to expand present, and develop new, domestic and international markets for Ontario-produced fresh and processed **agricultural** and **food** products. This is done through domestic advertising and promotion, information programs, import replacement and **export** missions and promotion programs. The Market Situation and Outlook Section (965-0311) investigates, analyzes and reports domestic and international market developments and opportunities to help steer the Domestic and Export Sections toward the fulfilment of their respective objectives. For information contact the Ministry's Toronto Office at 965-7701.

AGRICULTURAL EDUCATION, RESEARCH & SPECIAL SERVICES DIVISION

AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO

AG & FOOD 26

University of Guelph
Guelph N1G 2W1
519-824-4120

Engages in **research** programs on agriculture, **veterinary** medicine and **household science**. Stimulates interest in **agricultural research** as a means of developing efficiency in production and marketing of **farm** products in Ontario and also serves as an advisory

body to the Minister of Agriculture and Food. In Toronto contact 965-6695 for policy matters.

COLLEGES OF AGRICULTURAL TECHNOLOGY

AG & FOOD 27

The colleges and the **University of Guelph** offer diploma **education** in **farm** management, agricultural production, agricultural engineering, agricultural **laboratory** technology, **home economics** or **food** service supervision, **veterinary** (animal health) technology, **livestock** production, technology and management and agricultural business management. The colleges provide training courses for **dairy** manufacturers, **farm** equipment mechanics, and **dairy** and swine herdworkers. They also conduct **agricultural research** for the Ministry including studies on **livestock**, **poultry**, field **crops**, **horticultural** plants, **soils**, **food** and **nutrition**, economics and marketing. For policy matters, contact this Ministry's Agricultural Education Research and Special Services Division, 801 Bay St., 11th Flr., Toronto M7A 1B1 (416-965-6695). A new **French** language College of Agricultural Technology has been established at Alfred, Ontario. Colleges are listed below:

*College de Technologie
Agricole et Alimentaire d'Alfred*
C. P. Box 580
Alfred K0B 1A0
613-679-2218

*New Liskeard College of
Agricultural Technology*
New Liskeard P0J 1P0
705-647-6701

*Centralia College of
Agricultural Technology*
Huron Park N0M 1Y0
519-228-6691

*Ridgetown College of
Agricultural Technology*
Ridgetown N0P 2C0
519-674-5456

*Kemptville College of
Agricultural Technology*
Kemptville K0G 1J0
613-258-3411

*Ontario Agricultural College
University of Guelph*
Guelph N1G 2W1
519-824-4120

HORTICULTURAL RESEARCH INSTITUTE

AG & FOOD 2

Vineland Station L0R 2E0
416-562-4141

Conducts **horticultural research** (including studies on **soils** and **crops**) to increase production and develop new varieties of **farm** products (e.g. **fruits** and **vegetables** including **mushrooms** and **wine**). The Institute also coordinates all horticultural research and service programs supported by the Ministry. Serves farmers, growers of ornamental plants, food processors and wine makers. The Institute provides propagating material (cuttings, etc.) to growers and **nurseries**. Research is conducted at these locations:

Muck Research Station
R.R. 1
Kettleby L0G 1J0
416-775-3783

Horticultural Experiment Station
Box 587
Simcoe N3Y 4N5
519-426-7120

Horticultural Research Institute of Ontario
 &
Horticultural Products Laboratory
Vineland Station L0R 2E0
 416-562-4141

ONTARIO AGRICULTURAL MUSEUM
 Milton L9T 2Y3
 416-878-8151

AG & FOOD 29

The **Ontario Agricultural Museum** in Milton, Ontario, one of the **museums** operated by the Ontario Government, houses and displays tools, implements and **historical** artifacts associated with the history of Ontario agriculture.

PROVINCIAL PESTICIDE RESIDUE TESTING
LABORATORY

AG & FOOD 30

University of Guelph
 Guelph N1G 2W1
 519-824-4120, Ext. 2449/3424

Provides a **chemical** analytical service to all provincial ministries for the detection and measurement of residues of (a) **pesticides**, i.e. **insecticides**, **herbicides**, **fungicides**, **acaricides**, **nematocides**, etc., (b) industrial **pollutants** and (c) heavy **metals** in the following areas: **food**, **plants**, **animals**, **fish**, **wildlife**, **soils**, **water**, **air** and human tissues. Interprets significance of analytical results. Contact **laboratory** or ministries involved for **research** papers and reports.

PEST DIAGNOSTIC LABORATORY

AG & FOOD 31

University of Guelph
 Guelph N1G 2W1
 519-824-4120, Ext. 2701

The Pest Diagnostic Laboratory provides a service for the identification of **insects**, **plant diseases** and **weeds** upon receipt of carefully packed samples.

VETERINARY SERVICES BR LABORATORY
SECTION

AG & FOOD 32

801 Bay St., 7th Flr.
 Toronto M7A 1B3
 416-965-5841

Operates six laboratories that provide assistance to the **livestock** industry and **veterinary** practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from **animals** and **poultry** are submitted by veterinarians and farmers and tests are made to determine cause of **disease**. Administers the **Ontario Hatchery Supply Flock Policy**, involving monitoring procedures to control disease of poultry and the **Fur Farms Act**, requiring licencing of **fur** farmers. The laboratories are listed below:

5 Dundas St.
 Brighton K0K 1H0
 416-475-1630

Box 3612
 Guelph N1H 6R8
 519-824-4120 Ext. 3997

Nova Scotia Ave.
Huron Park N0M 1Y0
519-228-6691

Box 790
New Liskeard P0J 1P0
705-647-6701

KCAT
Kemptonville K0G 1J0
613-258-3804

100 Main St. E.
Ridgetown N0P 2C0
519-674-5456 Ext. 56

VETERINARY SERVICES BR MEAT INSPECTION SECTION

AG & FOOD 33

801 Bay St., 7th Flr.
Toronto M7A 1B3
416-965-5841

Inspects and issues **licences** to **slaughtering plants** not already registered by Agriculture Canada under the Meat Inspection Act (Canada), or those engaged solely in slaughtering **animals** exempted by regulations under the Act. For information contact the Ministry's county or district office (see County and District Field Offices entry, AG & FOOD 38).

VETERINARY SERVICES BR REGULATORY AND COMMUNICABLE DISEASES SECTION

AG & FOOD 34

801 Bay St., 7th Flr.
Toronto M7A 1B3
416-965-5841

The Regulatory and Communicable Diseases Section administers the Acts concerning these veterinary requirements: **vaccination** of cattle to control brucellosis **disease**, **licences** for **livestock** community sales and those involved in disposing of dead **animals**. Compensates owners of **livestock** that die as a result of **rabies**. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides **grants** to finance **veterinary** service in designated areas where livestock farms are sparsely located. Inspects and issues **licences** to riding **horse** establishments and suppliers of **laboratory animals**. Inspects **dog** pounds. Issues **licences** to those other than pharmacists and veterinarians who sell **livestock medicines**. Requires **registration** of facilities that use **animals** for **research**. For information contact the Ministry's county or district office (see County and District Offices, AG & FOOD 38).

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information branch.

AGRICULTURAL LICENSING & REGISTRATION REVIEW BOARD

AG & FOOD 35

The Board will hear appeals against decisions on licensing and registration requirements set out under these Acts: **Agricultural Tile Drainage Act**, **Animals For Research Act**, **Artificial Insemination of Livestock Act**, **Dead Animal Disposal Act**, **Farm Products Grades & Sales Act**, **Grain Elevator Storage Act**, **Livestock & Livestock Products Act**, **Livestock Community Sales Act**, **Livestock Medicines Act**, **Meat Inspection Act**, **Plant Diseases Act**,

Provincial Auctioneers Act, and Riding Horse Establishments Act. The Board holds meetings and hearings as required. Appeal procedure may be obtained from Ministry branch involved with **registration** or **licences**.

ONTARIO FOOD TERMINAL BOARD

AG & FOOD 36

The Queensway
Toronto M8Y 1H8
416-259-5479

Operates the Ontario Food Terminal, a wholesale fresh **fruit** and produce market to serve all Ontario growers of these **farm** products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of **fruit** and **vegetables** in Ontario.

ONTARIO STOCK YARDS BOARD

AG & FOOD 37

590 Keele St., Room 339
Toronto M6N 3E3
416-767-1163

Operates under the federal **Livestock & Livestock Products Act** because of interprovincial trade. The Board provides facilities for the weighing of **livestock** and supervising all **scales** operations. Issues **licences** to sales agencies operating in the stock yard to act as representatives in the selling of **livestock**.

COUNTY AND DISTRICT FIELD OFFICES

AG & FOOD 38

Field offices for the Ministry of Agriculture and Food include 54 county and district offices with a staff of **agricultural** representatives from the Extension Branch and specialists from other branches. The county and district offices provide access to all Ministry programs, services and resources.

Agricultural representatives (Ag reps) and specialists represent the wide range of Ministry programs and services which are described individually in the index. Ag reps work closely with farmers, producers and others involved in the **agricultural** and **food** industries, providing information, **education** and advice and conducting educational meetings, workshops, and in-depth short courses for groups. All specialists in the Ministry's programs can be located by calling any county and district office.

Agriculture and Food factsheets, which provide basic information on a wide variety of agricultural topics, are available in county and district offices. Radio and **television** **roadcasts** provide information and educational programs in individual counties and districts. County and district field offices are listed below. Telephone numbers for both local calls and for Zenith calls, which provide toll-free calling services for customers within each county or district, are listed also. In **non-agricultural** areas of **Northern Ontario** calls may contact district offices of the Ministry of Northern Affairs (see entry MNA 2).

Algoma District Office
96 Wellington St. E.
Sault Ste. Marie P6A 2R1
5-253-1161
Zenith 98750

Brant County Office
207 Greenwich St.
Brantford N3S 2X7
519-759-4190
Zenith 19750

Bruce County Office
Box 1330, 10 Jackson St.
Walkerton N0G 2V0
519-881-3301
Zenith 97920

Carleton Office
26 Thorncliff Pl.
Nepean K2H 6L2
613-828-9167
Zenith 13510

Cochrane (North) District Office
Experimental Farm
Kapuskasing P5N 2X9
705-335-5828
Zenith 43340

Cochrane (South) District Office
Box 608, 4th Ave.
Matheson P0K 1N0
705-273-2509
Zenith 34920

Dufferin County Office
R.R. 4, Mono Plaza, Hwy. 10 N.
Orangeville L9W 2Z1
519-941-3830
Zenith 98750

Dundas County Office
Box 488, 457 Main St.
Winchester K0C 2K0
613-774-2313
Zenith 19750

Durham County Office
234 King St. E.
Bowmanville L1C 1P5
416-623-3348
Zenith 73040

Elgin County Office
594 Talbot St.
St. Thomas N5P 1C7
519-631-4700
Zenith 59650

Essex County Office
46 Fox St.
Essex N8M 2S2
519-776-7361
Zenith 13510

Frontenac County Office
Box 651, 1055 Princess St.
Kingston K7L 1H3
613-547-3428
Zenith 35050

Glengarry County Office
Box 579, St. George St.
Alexandria K0C 1A0
613-525-1046
Zenith 46710

Grenville County Office
Box 2004, Ont. Gov't. Bldg.
Kemptville K0G 1J0
613-258-3411
Zenith 99200

Grey County Office
181 Toronto St. S.
Markdale N0C 1H0
519-986-2040
Zenith 16310

Haldimand Office
Box 129, Cayuga St.
Cayuga N0A 1E0
416-772-3381
Zenith 46710

Halton Office
17 Wilson Dr.
Milton L9T 3J7
416-878-2314
Zenith 33440

Hastings County Office
Box 340, 234 North St.
Stirling K0K 3E0
613-395-3393
Zenith 43340

Huron County Office

Box 159, 20 King St.

Clinton N0M 1L0

519-482-3428

Zenith 73040

Kenora District Office

Ontario Govt. Bldg.

Box 3000

Dryden P8N 3B3

807-223-2415

Zenith 46320

Kent County Office

Box 726

435 Grand Ave. W.

Chatham N7M 5L1

519-354-2150

Zenith 33440

Lambton County Office

Box 730, 4238 Petrolia St.

Petrolia N0N 1R0

519-882-0180

Zenith 43350

Lanark County Office

10 Sunset Blvd.

Perth K7H 2Y2

613-267-1063

Zenith 33440

Leeds County Office

Box 635, 44 Parkdale Ave.

Brockville K6V 5V8

613-342-2124

Zenith 46320

Lennox & Addington County Office

41 Dundas St. W.

Napanee K7R 1K5

613-354-3371

Zenith 18210

Manitoulin District Office

Box 328

Gore Bay P0P 1H0

705-282-2043

Zenith 64720

Middlesex County Office

367 Ridout St. N.

London N6A 2P1

519-434-6811

1-800-265-4750

Muskoka & Parry Sound District Office

Box 130, 8 Centre St. N.

Huntsville P0A 1K0

705-789-5491

Zenith 59650

*Niagara (North) Office***Vineland Station L0R 2E0**

416-562-4142

Zenith 47710

Niagara (South) Office

574 South Pelham St.

Welland L3C 3C6

416-732-7552

Zenith 48110

Nipissing District Office

222 McIntyre St. W.

North Bay P1B 2Y8

705-474-3050

Zenith 97920

Norfolk Office

Box 587, Blue Line Rd.

Simcoe N3Y 4N5

519-426-7120

Zenith 38300

Northumberland County Office

Box 820, 95 Dundas St.

Brighton K0K 1H0

613-475-1630

Zenith 34920

Ontario County (Durham West) Office

Box 309, 16 Bascom St.

Uxbridge L0C 1K0

416-852-3328

Zenith 64720

Oxford County Office
Box 666, Hwy. 59 N.
Woodstock N4S 7Z5
519-537-6621
Zenith 99200

Peel Office
3 Elizabeth St. S.
Brampton L6Y 1P7
416-451-5474
Zenith 43350

Perth County Office
413 Hibernia St.
Stratford N5A 5W2
519-271-0280
Zenith 35050

Peterborough County Office
55 George St. N.
Peterborough K9J 3G2
705-745-2403
Zenith 16310

Prescott County Office
Box 110, Main St.
Plantagenet K0B 1L0
613-673-5115
Zenith 48110

Prince Edward County Office
Box 470, Hwy. 33 W.
Picton K0K 2T0
613-476-3224
Zenith 98750

Rainy River District Office
Front St.
Emo P0W 1E0
807-482-2310
Zenith 35050

Renfrew County Office
315 Raglan St. S.
Renfrew K7V 1R6
613-432-4841
Zenith 43350

Russell County Office
666 Rue Notre Dame
Box 540
Embrun K0A 1W0
613-443-3391
Zenith 47710

Simcoe (North) County Office
Box 340, Hwy. 27 S.
Elmvale L0L 1P0
705-322-2231
Zenith 34920

Simcoe (South) County Office
Box 370, 509 Victoria St. E.
Alliston L0M 1A0
705-435-5521
Zenith 43340

Stormont County Office
Box 655, 109-11th St. W.
Cornwall K6H 5T3
613-933-1581
Zenith 38300

Sudbury District Office
1414 LaSalle Blvd.
Sudbury P3A 1Z0
705-566-1630
Zenith 73040

Timiskaming District Office
Box 'G', Hwy. 11B N.
New Liskeard P0J 1P0
705-647-6701
Zenith 16310

Thunder Bay District Office
Ont. Govt. Bldg.
435 James St. S.
Thunder Bay P7E 6E3
807-475-1631
Zenith 18210

Victoria County Office
322 Kent St. W.
Lindsay K9V 2Z9
705-324-6125
Zenith 97920

Waterloo Office
279 Weber St. N.
Waterloo N2J 3H8
519-884-5390
Zenith 46320

Wellington County Office
Box 159, Fergus-Elora Rd.
Fergus N1M 2W7
519-846-5371
Zenith 18210

Wentworth County Office
R.R.1, Hwy. 53 E.
Ancaster L9G 3K9
416-527-2995
Zenith 13510

York Office
Newmarket Plaza
Newmarket L3Y 2N1
416-895-4519
Zenith 59650

ACTS

AG & FOOD 39

The following is a list of Acts administered by the Ministry of Agriculture and Food. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Abandoned Orchards Act
Agricultural Associations Act
Agricultural Committees Act
Agricultural Rehabilitation and Development Act (Ontario)
Agricultural Representatives Act
Agricultural Research Institute of Ontario Act
Agricultural Societies Act
Agricultural Tile Drainage Installation Act
Animals for Research Act
Artificial Insemination of Live Stock Act
Beef Cattle Marketing Act
Bees Act
Brucellosis Act
Bull Owner's Liability Act
Commodity Board Members Act
Commodity Boards and Marketing Agencies Act
Co-operative Loans Act
Crop Insurance Act Ontario
Dead Animal Disposal Act
Dog Licensing and Livestock and Poultry Protection Act
Drainage Act
Edible Oil Products Act
Farm Income Stabilization Act
Farm Products Containers Act
Farm Products Grades and Sales Act
Farm Products Marketing Act
Farm Products Payments Act
Fruits and Vegetables Produce-for-Processing Act, 1974 (requires proclamation)
Fur Farms Act
Grain Elevator Storage Act
Horticultural Societies Act
Hunter Damage Compensation Act
Junior Farmers Establishment Act

Live Stock and Live Stock Products Act
Live Stock Branding Act
Live Stock Community Sales Act
Live Stock Medicines Act
Meat Inspection Act (Ontario)
Milk Act
Ministry of Agriculture and Food Act
Non-resident Agricultural Land Interests Registration Act
Oleomargarine Act
Ontario Agricultural Museum Act
Ontario Food Terminal Act
Plant Diseases Act
Pounds Act
Provincial Auctioneers Act
Riding Horse Establishments Act
Seed Potatoes Act
Sheep and Wool Marketing Act, 1981
Stock Yards Act
Tile Drainage Act
Topsoil Preservation Act
Veterinarians Act
Weed Control Act

*Communications Branch - 965***MINISTRY OF THE ATTORNEY GENERAL**

18 King St. E.

Toronto M5C 1C5

The Office of the Attorney General is specifically recognized in the British North America Act. In Ontario, the Attorney General is given a wide range of powers. A number of the duties of the office have been set out specifically by Ontario statute. The Ontario Ministry of the Attorney General Act provides that the Attorney General: is the law officer of the Executive Council; shall see that the administration of public affairs is in accordance with the law; shall superintend all matters connected with the administration of justice in Ontario; shall perform the duties and have the powers that belong to the Attorney General and Solicitor General of England by law or usage, so far as those duties and powers are applicable to Ontario; shall advise the government and superintend upon all matters of a legislative nature; shall advise the heads of the departments and agencies of government in their legal matters; and shall conduct and regulate all litigation for and against the Crown.

The Federal Minister of Justice for Canada has legislative authority for the substantive areas of criminal law and procedure and asserts some independent right to prosecute certain classes of offences. The provincial Attorneys General of Canada have paramount responsibility to superintend all aspects of the administration of justice.

LEGISLATIVE COUNSEL**LEGISLATIVE COUNSEL SERVICES**

ATT GEN 1

Legislative Building

Queen's Park, Toronto M7A 1A2

416-965-2841

Provides legislative advisory services to members of provincial parliament (MPP's), government ministers and ministries. Drafts **legislation** (bills and regulations); prepares the Statutes of Ontario (annual books of statutes) and the Revised Statutes of Ontario or RSO's (a consolidation of statutes, revised every ten years), and files and publishes regulations. In addition to the statutes in the RSO, there are other statutes that still have the force of law. A list of these may be found in Schedule C, Volume 9, Revised Statutes of Ontario 1980. The Legislative Counsel Services has a sub-branch (described in a separate entry) which is responsible for translating selected legislation into French. For information on statutes, contact 965-2841; on regulations, contact 965-2854; on French translations, contact 965-6096. Copies of legislation and bills can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8.

FRENCH TRANSLATION BR

ATT GEN 2

863 Bay St.

Toronto M5S 1Z2

416-965-6096

French Translation Branch, reporting to Legislative Counsel Services, is responsible for the **translation** of selected statutes and regulations into the French language and publishes the French translations of the **legislation**. Copies of translated legislation can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8.

POLICY PLANNING & INTERGOVERNMENTAL AFFAIRS DIVISION

COMMUNICATIONS BR

ATT GEN 3

18 King St. E., 18th Flr.
Toronto M5C 1C5
416-965-9111

Provides information service for the Ministry of the Attorney General. Establishes communications policy for the Ministry and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, audio-visual materials and news releases.

FRENCH LANGUAGE SERVICES

ATT GEN 4

18 King St. E., 3rd Flr.
Toronto M5C 1C5
416-965-3870

French Language Services Coordinator coordinates the provision of **French Language Services** in the Ministry of the Attorney General.

SERVICE EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

POLICY DEVELOPMENT DIVISION

POLICY DEVELOPMENT DIVISION

ATT GEN 5

18 King St. E., 18th Flr.
Toronto M5C 1C5
416-965-2816

Division functions include: **research** into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the Ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during **legislation**. Operates the Ministry **library** (965-4714) which serves the Crown Law Office and district and county crown attorneys. The library operates the Ministry **reading room** to provide public access to all Ministry publications, statutes, regulations and most manuals and internal procedures used by the Ministry.

PROGRAMMES & ADMINISTRATION DIVISION

ACCOUNTANT OF THE SUPREME COURT OF ONTARIO

ATT GEN 6

123 Edward St.
Toronto M5G 1E2
416-965-5596

This office is the depository for all money, **mortgages** and **securities** which are paid into or lodged with, the Supreme Court of Ontario. These monies, mortgages and securities are received, and disbursed or released pursuant to judgments and **orders** of the **Suprem**

Court of Ontario, and in accordance with the **Judicature Act** and other relevant statutes. Where monies are in court to the credit of infants, this office administers the funds until the age of majority of the **children**.

AFFIRMATIVE ACTION PROGRAM

ATT GEN 7

18 King St. E., 14th Flr.

Toronto M5C 1C5

416-965-7502

The Affirmative Action Program Manager plans, develops and coordinates the Ministry's Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

AUDIT SERVICES BR

ATT GEN 8

18 King St. E., 5th Flr.

Toronto M5C 1C5

416-965-4223

Responsible for the Ministry's audit functions which include review and appraisal of Ministry accounting, financial and operational controls. The branch also administers the Defaulted Fines Control Centre (part of the driver's licence suspension system established under the Highway Traffic Act) which is described separately.

DEFAULTED FINES CONTROL CENTRE

ATT GEN 9

18 King St. E., 5th Flr.

Toronto M5C 1C5

416-965-3711

The **Defaulted Fines Control Centre** monitors court orders suspending **drivers' licences** or non-payment of **fines** under the **Highway Traffic Act** and provides information about the fine(s) which caused the suspension and procedures to clear it. The Centre may be contacted by telephone in Toronto at 965-3711 or by writing to the above address. The Centre is not involved with traffic fines for drivers whose licences have not yet been suspended due to non-payment; for this information, contact the appropriate Provincial Offences Court (same address as the local Provincial Court, Criminal Division) listed under the Ministry of the Attorney General, Ontario Courts, ATT GEN 41.

FINANCE & SERVICES BR

ATT GEN 10

18 King St. E., 15th Flr.

Toronto M5C 1C5

416-965-1291

In addition to financial management and accounting functions the branch provides the Ministry with administrative services.

Accounting functions include payroll and expense account services, accounts payable, management of Ministry expenditures and revenues and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

Administrative services include purchasing of goods and services, printing and duplicating, mail and transportation services, records management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, and purchasing of commonly used supplies.

INFORMATION & COMPUTER SYSTEMS BR

ATT GEN 11

18 King St. E., 5th Flr.

Toronto M5C 1C5

416-965-0467

Provides a variety of systems development services related to the application of data processing and manual information systems. Assists the Ministry's program delivery areas through project management, feasibility studies and systems analysis, design and programming, including evaluation of computer software and hardware alternatives. Provides data collection and dissemination services to the Ministry.

NATIVE COURT WORKER PROGRAM

ATT GEN 12

Ontario Federation of Indian Friendship Centres

234 Eglinton Ave. E.

Toronto M4P 1K5

416-484-1411

The Native Court Worker Program was initiated in 1972 by the Province of Ontario and the federal government to meet the needs of **Native peoples** who may be at a disadvantage when appearing before the **courts**. The **Ontario Federation of Indian Friendship Centres** is responsible for operating the program in 27 court worker offices throughout the province. To locate a court worker, contact the nearest Indian or Native Friendship Centre.

PERSONNEL MANAGEMENT BR

ATT GEN 13

18 King St. E., 14th Flr.

Toronto M5C 1C5

416-965-2552

Performs the **personnel** functions for the Ministry of the Attorney General. The branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission Management Board and the Ontario Public Service Employees Union (OPSEU). The branch coordinates the Ministry's **youth employment** program (965-6217).

PROGRAM PLANNING & EVALUATION BR

ATT GEN 14

18 King St. E., 5th Flr.

Toronto M5C 1C5

416-965-6618

Advises and assists Ministry program managers in developing and implementing **performance measurement** systems to ensure full use of resources and good service delivery through improved management and planning processes.

COURTS ADMINISTRATION DIVISION

COURTS ADMINISTRATION PROGRAM

ATT GEN 15

18 King St. E., 18th Flr.

Toronto M5C 1C5

416-965-5184

Courts Administration Program manages the Civil and Criminal courts in Ontario and is involved with the implementation of **French language services** in Ontario courts. Ensures the provision of adequate **administrative services** to county and district courts, **Surrogate Court** and **Supreme Court of Ontario** offices, including direction to **sheriffs** and **bailiffs**, court registrars and clerks (965-1524). Manages **small claims courts** and provides direction to **small claims** courts bailiffs and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides **courts** and office **accommodation** planning (965-8453). Handles court **reporting** services (965-2399). Regulates appointments of **justices of the peace**, **notaries public** and **commissioners of oaths or affidavits** (965-2848).

INQUIRY MANAGEMENT & APPOINTMENTS BR

ATT GEN 16

18 King St. E., 3rd Flr.

Toronto M5C 1C5

416-965-7503

Assists **royal commissions** and **judicial inquiries** with logistical problems and advises them on administration and operational guidelines. Administers the **Blind Persons' Rights Act**: **blind** persons shall not be denied **accommodation**, services or facilities or experience **discrimination** because they keep or are being accompanied by a guide **dog**. The branch issues an identification card with a picture of the **blind** person and the **dog**, upon written application, as proof of entitlement to the provisions of the act. The branch coordinates activities relating to the **Public Institutions Inspection Act** which provides that a public institutions inspection panel composed of seven people, selected, sworn and their attendance recorded in the same manner as a jury panel, is convened twice a year. The panel inspects institutions funded by the Province and submits its report to a judge sitting in open court. Administers the Justice of the Peace, Notary Public, and Commissioner for taking Affidavits appointment programs.

CRIMINAL LAW DIVISION

DIRECTOR OF CROWN ATTORNEYS

ATT GEN 17

18 King St. E., 18th Flr.

Toronto M5C 1C5

416-965-5879

The Director of Crown Attorneys supervises and coordinates the activities of the **crown attorneys** in the 49 counties and districts of the province (listed under Ministry of the Attorney General, Ontario Courts, ATT GEN 41). The Director provides consultation with crown attorneys on particular **criminal** matters and is responsible for the hiring of crown attorneys' staff.

CROWN ATTORNEYS SYSTEM

416-965-5879

ATT GEN 18

The crown attorneys are responsible for the conduct of **prosecutions** of **offences** in their county or district under the **Criminal Code of Canada** and other federal statutes such as

the **Juvenile Delinquents Act**. They also conduct **prosecutions** under such provincial statutes as the **Highway Traffic Act** and the **Liquor Licence Act**. The crown attorneys and their assistants exercise the Attorney General's discretionary powers with respect to prosecutions. They choose the appropriate charge on which to proceed, consider the release of prisoners pending **trial**, and conduct **trials** at all levels of court.

The crown attorneys also watch over private summary conviction **prosecutions** and intervene if the interests of the community require it. They represent the Crown in all summary conviction appeals held in the county or district courts. The crown attorneys act as counsel to the **coroners** during **inquests** and advise and inform the **police**, **lawyers** and the public on general matters related to the administration of justice.

The crown attorneys are also **clerks of the peace**. Clerks of the peace act as clerk of the **county court judge's criminal courts** and **courts of general sessions of the peace**. They retain court **exhibits** prior to trial; certify court **documents**; retain **indictments** and other court **records**; prepare court **orders** and **subpoenae**; prepare **probation** orders; examine applicants for **licences** for **bailiffs** and assistant bailiffs; prepare **bail** estreat lists and resulting **writs** of **fifa**; hold **bail** monies for disposition; investigate complaints against **bailiffs** and report results to the Registrar of Bailiffs at the Ministry of Consumer and Commercial Relations; and collect **fin**es imposed in the county courts.

Crown attorneys are listed in alphabetical order by county or district under the Ministry of the Attorney General, Ontario Courts entry, ATT GEN 41.

CROWN LAW OFFICE CRIMINAL LAW

ATT GEN 19

18 King St. E., 16th Flr.

Toronto M5C 1C5

416-965-0650

Is responsible for the preparation and argument of all **criminal appeals** in indictable offences in the province, whether the Crown is the respondent or the appellant. Conducts special **prosecutions**. The branch deals with the judiciary, crown attorneys, the police and the public.

METRO TORONTO FORENSIC SERVICE

ATT GEN 20

1001 Queen St. W.

Toronto M6J 1H4

416-535-8501

Performs **psychiatric** assessments of persons who have been arrested due to alleged **criminal** offences and are suspected of being **mentally ill**. Examinations are ordered by the court and conducted prior to bail. Also assesses and treats those persons who have demonstrated signs of mental illness while in jail awaiting trial. **METFORS** is funded by the Ministry of the Attorney General, staffed by professionals in the field and run by a board of representatives from the **Clarke Institute of Psychiatry** and the Ministries of the Attorney General, Health and Correctional Services. Located at 1001 Queen St. W. it primarily serves courts within the Judicial District of York; at times some cases are accepted from elsewhere.

RACIAL ATTACK ADVICE SERVICE

ATT GEN 21

18 King St. E., 16th Flr.
 Toronto M5C 1C5
 416-366-3080

Racial Attack Advice Service provides advice by telephone to victims of racially-motivated **criminal offences**, including physical **assaults** where the police have not laid charges. Lawyers inform callers of their right to lay charges and the procedure to follow.

CIVIL LAW DIVISION**COMMON LEGAL SERVICES**

ATT GEN 22

18 King St. E., 18th Flr.
 Toronto M5C 1C5
 416-965-2535

Common Legal Services is responsible for provision of **lawyers** to the ministries of the Ontario government. Coordinates and assists in general legal advice to these ministries. This office also functions as Chief Inquiry Officer under the **Expropriations Act**, appointing and providing liaison with inquiry officers throughout the province who hear concerns from the public on specific **expropriation** cases.

CROWN LAW OFFICE CIVIL LAW

ATT GEN 23

18 King St. E., 17th Flr.
 Toronto M5C 1C5
 416-965-2831

Provides the Ontario government with civil **litigation** in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals on a variety of subjects involving interpretation of provincial **legislation**. Examines applications for **judicial review** to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this Ministry. Acts for the **Queen's Proctor** in **divorce** matters.

CROWN LAW OFFICE CONSTITUTIONAL LAW

ATT GEN 24

18 King St. E., 17th Flr.
 Toronto M5C 1C5
 416-965-6271

Advises all ministries on **constitutional** questions and reviews all **litigation** in Ontario courts and in the Supreme Court of Canada in which constitutional questions are raised. Where advisable, division counsel appear in such litigation to represent the Attorney General as a party or intervenor, or to represent the concerned ministry, as the case may be.

FAMILY LAW REFORM ACT 1978

ATT GEN 25

Family Law Reform Act, 1978 is intended to encourage and strengthen the role of the family in Ontario. It recognizes marriage as an equal partnership with each partner entitled to equitable division of assets and having equal responsibilities for the **support** of family dependants. The Act extends the rights and obligations of spousal **support** and child custody to certain couples who have cohabited in common law unions. Those who

want to make their own arrangements and to opt out of the scheme proposed by the Act may enter into domestic **contracts**. Under a companion statute, the **Children's Law Reform Act**, the status of **children** is improved by the abolition of the legal concept of illegitimacy. Copies of a pamphlet and a booklet with some detailed explanation of the law, including a copy of the Act, are available from the Ontario Government Bookstore at 880 Bay St., Toronto, or by writing to the Publications Centre, 880 Bay St., Toronto Ontario, M7A 1N8.

OFFICIAL GUARDIAN BR

ATT GEN 26

180 Dundas St. W.
Toronto M5G 1E4
416-965-1865

The **Official Guardian** represents the civil rights of persons under a legal disability usually **children** under 18 years of age or the **mentally incompetent**, as well as **unborn** and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of **children** in **divorce** cases, and provides legal representation for children in protection and custody cases.

PUBLIC TRUSTEE BR

ATT GEN 27

145 Queen St. W.
Toronto M5H 2N8
416-362-1331

The **Public Trustee** Branch manages **estates** of **mentally incompetent** persons (mainly those in **psychiatric** hospitals and facilities for the **retarded**). The Public Trustee may be appointed administrator of **estates** of Ontarians who die **intestate** without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. The Public Trustee may also be appointed executor under a will. The Public Trustee is authorized to accept private trusts, powers of attorney, etc. Advises **charitable organizations** of legacies from **wills** and reviews operations of charities. Receives in trust assets of **corporations** undergoing dissolution. Authorized to receive funds in trust for perpetual care of **cemeteries**.

COURTS

SUPREME COURT OF ONTARIO

ATT GEN 28

130 Queen St. W.
Toronto M5H 2N5
416-363-4101

The **Supreme Court of Ontario** consists of two divisions: the **High Court of Justice**, the trial division, and the **Ontario Court of Appeal**, which hears only **appeals** and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and **jury**. The **Divisional Court** is a division of the High Court with jurisdiction to hear certain **appeals**. The **Family Law Division** of the High Court (965-7418) handles **trials** of **divorce** actions and motions relating to disputes between husband and wife or parents and **children**, e.g., infant custody maintenance and/or **support**. There is a local office of the Supreme Court in every county or district (see list under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 41). The Divisional Court and Court of Appeal sit primarily in Toronto.

SUPREME COURT OF ONTARIO MASTER'S OFFICE

ATT GEN 29

145 Queen St. W.
 Toronto M5H 2N7
 416-965-5578

The **masters** are judicial officers of the **Supreme Court of Ontario** who have jurisdiction to consider certain applications in proceedings in the Supreme Court. One of their tasks is the taxing or reviewing of lawyers' bills. Clients wanting to challenge fees charged by **lawyers** must go, with a copy of the bill, to the Supreme Court of Ontario within 30 days of receiving the bill or ask a judge for a time-extension. If the complaint is justified, the judge will issue an order to have the bill taxed. To initiate proceedings or launch **appeals** of a taxing officer's decision, contact: in Toronto, Weekly Court, Supreme Court, 145 Queen St. W., Toronto M7H 2N7, 965-5541; in Ottawa, Master, Supreme Court, 2 Daly Ave., Ottawa K1N 6E2, 613-566-3702; in other areas, the Local Registrar of the Supreme Court of Ontario (listed under Ontario Courts, Ministry of the Attorney General, ATT GEN 41).

SUPREME COURT OF ONTARIO REGISTRAR'S OFFICE

ATT GEN 30

145 Queen St. W.
 Toronto M5H 2N9
 416-965-5544

Supreme Court of Ontario Registrar's Office, Judicial District of York handles inquiries regarding cases commenced in this district, e.g. **Bankruptcy** (965-5573). For listing of **divorce** cases for **trials** contact 965-7419; for cases other than divorce contact 965-7416. The Office provides certified copies of court **documents**, e.g., final **divorce** decree (965-5563). Outside this judicial district contact county or district Supreme Court Registrar. Although divorce and bankruptcy cases are filed with the provincial Supreme Court, these are governed by federal laws, the Canada Divorce Act and the Canada Bankruptcy Act, respectively. Questions about legal rights or requests for advice should be referred to a lawyer.

SUPREME COURT OF ONTARIO REPORTERS' OFFICE

ATT GEN 31

100 University Ave., Ste. 716
 Toronto M5G 1W4
 16-965-2824

Supreme Court of Ontario Reporters' Office supplies shorthand reporters who provide verbatim **reporting** services for the sittings of all **trials** in the Supreme Court of Ontario throughout the province. Also provides written **transcripts** of proceedings. With rare exceptions, court transcripts are available to anyone, for a fee. The Reporters' Office serves only the Supreme Court of Ontario; lower courts have their own staff.

SURROGATE COURT

ATT GEN 32

51 University Ave.
 Toronto M5G 1X9
 16-965-7314

Surrogate Court probates **wills** of persons who die testate (with a will), and letters of administration of persons who die **intestate** (without a will). Issues letters of **guardianship**

of persons and/or the **estates of children**. Processes applications for the custody of **children**. The Surrogate Court also handles contested claims against **estates**, will **trials**, applications under the **Succession Law Reform Act** and **Proof in Solemn Form of Lost Wills**. Contact local Surrogate Court Registrar listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 41.

COUNTY & DISTRICT COURTS

ATT GEN 33

400 University Ave.
Toronto M5G 1S5

County and district courts have jurisdiction in both **criminal** cases and civil cases, including **divorce**. In civil cases any amount in excess of \$1000 (\$3000 in Metro Toronto) may be claimed but the defendant can ask that the action be moved into the **Supreme Court of Ontario** if the amount is over \$15000. Statutes under which the courts handle proceedings include: **Landlord and Tenant Act**, **Change of Name Act**, **Unconscionable Transactions Relief Act** (excessive cost of **loans**) and **Mental Incompetency Act**. Persons rarely appear without legal counsel. In many cases either party may require trial by judge and **jury**. **Criminal** jurisdiction involves handling of **trials**, with or without **jury**, of all indictable offences with the exception of murder, piracy on the high seas and sedition.

Sheriffs in judicial districts and counties carry out the **orders** of the county and Supreme courts of Ontario and summon jurors for **jury** duty in these courts. Register and execute **writs** of execution (*fieri facias* or *fifa*) and serve **documents** on behalf of members of the legal profession and the public. Sheriffs also call the court to order and are in charge of the **county court house** (e.g., maintenance, security, etc.).

To locate a county or district court, see list under Ontario Courts, Ministry of the Attorney General, ATT GEN 41. In the list, county and district courts are headed 'Sheriff County (or District) Court' and are arranged alphabetically by county or district.

PROVINCIAL COURTS CRIMINAL DIVISION

ATT GEN 34

60 Queen St. W.
Toronto M5H 2M4

The Provincial Courts (Criminal Division) are presided over by judges appointed by the Lieutenant-Governor-in-Council. The Provincial Court (Criminal Division) renders the final disposition in approximately 95% of all cases under the **Criminal Code of Canada** and other federal statutes.

A person accused of an indictable offence which is not in the absolute jurisdiction of judge of the Provincial Court and not one customarily tried before the Supreme Court of Ontario may elect to be tried before a Provincial Court judge or before a county or district court judge sitting either alone or with a jury. For **bail** procedures to release a person from custody, contact a justice of the peace of the appropriate court branch, or in Toronto, the Bail Office, at 965-7522.

Civil **marriages** are performed by justices of the peace and judges by special appointment only. In Toronto, civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

The Provincial Court (Criminal Division) holds sittings on a regular basis at approximately 149 locations throughout the province; a list showing the Court addresses and telephone numbers appears under Ministry of the Attorney General, Ontario Courts ATT GEN 41.

PROVINCIAL COURTS PROVINCIAL OFFENCES COURTS

ATT GEN 35

The Provincial Offences Court was created by an amendment to the **Provincial Courts Act** effective March 31, 1980. This court is presided over by provincial judges and justices of the peace who render the final disposition in respect of **offences** under the Statutes of Ontario and **municipal** by-laws, excluding parking infractions.

The **Provincial Offences Act** replaces the **Summary Convictions Act** for the **prosecution** of all provincial offences, (e.g., those under the **Highway Traffic Act**) and municipal by-laws, excluding parking infractions. This Act provides a procedure for dealing with minor offences. The person charged may choose one of three options: a payment out of court, a plea of not guilty, or a plea of guilty with explanation. The Act also provides for proceedings to be brought to court for more serious offences. Parking infractions continue under the **Summary Convictions Act** (for the present).

For questions about payment of **parking** tags issued by municipal police, contact the police directly since payment procedures vary throughout the province. Parking tags issued by the Metro Toronto Police are payable at any court office in Metro, or any bank in the province.

For inquiries on payment of **fines** following conviction and **driver's licence** suspension for non-payment of fines, call the Provincial Court, Criminal Division; in Toronto, call 965-7537.

The Provincial Offences Court holds sittings on a regular basis at approximately 149 locations throughout the province. Addresses are the same as for the Provincial Courts (Criminal Division) and are listed under Ministry of the Attorney General, Ontario Courts, ATT GEN 41.

PROVINCIAL COURTS FAMILY DIVISION

ATT GEN 36

Chief Judges Office
100 Bay St.
Toronto M5G 1Z6
16-965-3214

Provincial Courts (Family Division) deal with domestic relations law (custody of **children**, **support** orders for spouses, infants and destitute parents, and exclusive possession of a **matrimonial home**); child welfare (child protection and **adoption**); and **juvenile delinquency** (children between 7 and 16 years of age charged with **criminal** or regulatory offences). Provincial Judges who ordinarily preside over the Provincial Courts (Family Division) reconstitute their Courts as the **Provincial Courts (Criminal Division)** to try various intra-familial crimes (e.g., **incest**, family **assaults**).

Child protection proceedings are usually initiated by local children's aid societies. Police usually lay charges of **juvenile delinquency**, but any private citizen may lay a charge and prosecute.

There is a Court in each County, District or Judicial District, except for the Judicial District of Hamilton-Wentworth (see list under Ontario Courts, Ministry of the Attorney General, ATT GEN 41).

UNIFIED FAMILY COURT

ATT GEN 37

Judicial District of Hamilton-Wentworth
100 James St. S.
Hamilton L8P 2Z3
416-525-1550

The Unified Family Court, Judicial District of Hamilton-Wentworth, was established in 1977 in response to the recommendations of the federal and Ontario law reform commissions and as a pilot project for the future development of this court in other areas of Ontario. Replacing the former Provincial Court (Family Division) of Hamilton-Wentworth, the Unified Family Court has exclusive, original jurisdiction over family matters as set out in the Unified Family Court Act, 1976. It is designed as a remedy to problems assumed to be caused by the existing court system by unifying the exercise of jurisdiction in all **family law** matters in one court. Its objectives relate to the interests of individual families and the state. For families the system aims to reduce feelings of confusion in the legal resolution of disputes; to reduce costs of resolving disputes through the court; to reduce delay and inconvenience; and to provide families with a resolution which is comprehensive, equitable, understandable and durable. For the state the system aims to reduce court, legal and welfare costs in the resolution of family disputes; to preserve and strengthen the family by helping spouses accept their responsibilities; and to promote conditions which encourage respect for the law and the courts.

PROVINCIAL COURTS CIVIL DIVISION

ATT GEN 38

Judges' Chambers
400 University Ave., 25th Flr
Toronto M5G 1S8
416-965-3715

Provincial Courts (Civil Division) replaces the **small claims** court in Toronto under a new system effective June 30th 1980. Courts will be able to handle claims up to \$3000 and sit in the evenings. Lawyers' fees will be limited to \$300. This system will be in effect until January 1, 1983, when it will be assessed and possibly extended to the whole province. For information on small claims courts in other parts of the province, see the Ministry's Small Claims Courts entry, ATT GEN 39.

SMALL CLAIMS COURTS

ATT GEN 39

Judges' Chambers
400 University Ave., 25th Flr.
Toronto M5G 1S8
416-965-3715

Small Claims Courts provide a convenient and inexpensive way of settling disputes over goods and services and collecting outstanding **debts** involving claims of up to \$1000. Procedures are informal; lawyers are not required although their services may be used. Court staff may assist in entering or defending a claim. (In Toronto, the Provincial Courts (Civil Division) is replacing the small claims court at present. See the entry under Ministry of the Attorney General, Provincial Courts (Civil Division), ATT GEN 38. The small claims courts are listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 41.

SMALL CLAIMS COURTS REFEREES

ATT GEN 40

Judicial District of York & York Region
College Park, 444 Yonge St., Rm. 257
Toronto M5B 2H4
416-965-5591

Referees of the Small Claims Courts assist people with counselling on problems with **debts**, particularly with **summonses** and **garnishments**. Those wanting this service must telephone for an appointment and bring complete information regarding income, expenses, debts and creditors.

There is a small claims court referee in each of the following judicial districts or counties: Algoma (located in Elliot Lake and Sault Ste. Marie), Cochrane (Timmins), Hamilton-Wentworth (Hamilton), Ottawa-Carleton (Ottawa), Middlesex (London), Sudbury (Sudbury), Thunder Bay (Thunder Bay), Timiskaming (Haileybury) and York and York Region (Toronto). To provide better service to the public in Metro Toronto, the small claims court referee service has been decentralized. In addition to the referee at the College Park location, there is a referee at the Scarborough Small Claims Court. Another referee spends Monday and Wednesday at the North York court and Tuesday, Thursday and Friday at the Etobicoke court. For addresses and telephone numbers, see small claims court listings under Ontario Courts, Ministry of the Attorney General, ATT GEN 41.

ONTARIO COURTS

ATT GEN 41

Ontario is administratively divided into judicial counties or districts. Below is a list of courts, grouped by the judicial counties or districts in which they are located. Courts are also listed in the blue pages of all telephone directories. If long distance ask operator for appropriate Zenith number.

ALGOMA DISTRICT

Provincial Court (Criminal)

P.O. Box 187

Bruce Mines P0R 1C0

705-785-3767

Zenith 81930

Provincial Court (Criminal)

14 Oakland Blvd.

Elliot Lake P5A 2T1

705-848-2500

Zenith 81930

Eighth Small Claims Court

Small Claims Court Referee

10 West Cul de Sac

Elliot Lake P5A 1B2

705-848-2383

Zenith 89000

Crown Attorney

Court House

Sault Ste. Marie P6A 5M8

705-949-4440

Zenith 61130

Sheriff-District Court

Court House

P.O. Box 550

Sault Ste. Marie P6A 5M8

705-253-3261

Zenith 30490

Local Registrar-Supreme Court

District Court Clerk

Surrogate Registrar

Court House

Sault Ste. Marie P6A 5M8

705-254-6911

For toll-free number, see
blue pages in telephone directory

Provincial Court (Criminal)
Court House, P.O. Box 550
Sault Ste. Marie P6A 1Z7
705-254-6897
Zenith 81930

Provincial Court (Family)
Court House, P.O. Box 550
473 Queen St. E., Ste. 100
Sault Ste. Marie P6A 1Z5
705-253-3288
Zenith 20650

First Small Claims Court
Small Claims Court Referee
Court House
Sault Ste. Marie P6A 5M8
705-253-5141
Zenith 89000

Third Small Claims Court
140 Main St.
Thessalon P0R 1L0
705-842-3544
Zenith 89000

Fourth Small Claims Court
42 Superior Ave.
Wawa P0S 1K0
705-856-7079
Zenith 89000

BRANT COUNTY

Crown Attorney
Court House
Brantford N3T 2L9
519-752-3704

Local Registrar-Supreme Court
Court House
Brantford N3T 2L9
519-752-7828

Sheriff-County Court
Court House
Brantford N3T 2L9
519-752-5941

Provincial Court (Criminal)
102 Wellington Sq.
Brantford N3T 2M2
519-753-3121

Provincial Court (Family)
City Hall, 2nd Flr.
100 Wellington Sq.
Brantford N3T 2M2
519-752-6559

First Small Claims Court
34 Market St.
Brantford N3T 2Z5
519-753-0451

BRUCE COUNTY

Fifth Small Claims Court
Box 1621
Port Elgin N0H 2C0
519-832-2253
Zenith 89000

Crown Attorney
Court House
P.O. Box 460
Walkerton N0G 2V0
519-881-0432
Zenith 61130

Sheriff-County Court
Court House
Walkerton N0G 2V0
519-881-1772
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
Walkerton N0G 2V0
519-881-0211
Zenith 71040

Provincial Court (Criminal)
P.O. Box 39
Walkerton N0G 2V0
519-881-2333
Zenith 81930

Provincial Court (Family)
Court House
P.O. Box 578
Walkerton N0G 2V0
519-881-0613
Zenith 20650

First Small Claims Court
Court House
Box 430
Walkerton N0G 2V0
519-881-0211
Zenith 71040

Eighth Small Claims Court
Box 514
Warton N0H 2T0
519-534-1714
Zenith 89000

COCHRANE DISTRICT

Sheriff-County Court
Court House
Cochrane P0L 1C0
705-272-4256
Zenith 30490

*Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar*
P.O. Box 638
Cochrane P0L 1C0
705-272-4186
Zenith 71040

Provincial Court (Criminal & Family)
P.O. Box 2069
Cochrane P0L 1C0
705-272-4358
Zenith 81930

First Small Claims Court
Box 1360
Cochrane P0L 1C0
705-272-4151
Zenith 89000

Sixth Small Claims Court
Box 369
Iroquois Falls P0K 1E0
705-232-4374
Zenith 89000

Crown Attorney
No. 2, Drury St.
Kapuskasing P5N 1K8
705-335-6184
Zenith 61130

Fourth Small Claims Court
Box 182
22 Hill St.
Kapuskasing P5N 2Y3
705-335-6383
Zenith 89000

Crown Attorney
230A First Ave.
Timmins P4N 1H5
705-264-5234
Zenith 61130

Local Registrar-Supreme Court
48 Spruce St. N.
Timmins P4N 6M7
705-267-1449

Provincial Court (Criminal)
The 101 Mall, Ste. 125
38 Pine St. N.
Timmins P4N 6K6
705-264-2376
Zenith 81930

Provincial Court (Family)
The 101 Mall, 2nd Flr.
38 Pine St. N.
Timmins P4N 6K6
705-264-5228
Zenith 20650

Second Small Claims Court
Small Claims Court Referee
47 Pine St. S.
Timmins P4N 2J9
705-264-3808
Zenith 89000

DUFFERIN COUNTY

Crown Attorney
Provincial Court Office
75 First St.
Orangeville L9W 2E7
519-941-4471

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
51 Zina St.
Orangeville L9W 1E5
519-941-4744

Provincial Court (Criminal & Family)
75 First St., 2nd Flr.
Orangeville L9W 2E7
519-941-5802

First Small Claims Court
21 First St.
Orangeville L9W 2C8
519-941-1392

Second Small Claims Court
R. R. #1
Shelburne L0N 1S0
519-925-5040

JUDICIAL DISTRICT OF DURHAM

Provincial Court (Criminal)
50 Centre St. S., 8th Flr.
Oshawa L1H 3Z8
416-723-5251
Zenith 81930

Provincial Court (Family)
44 Bond St. W.
P.O. Box 2216
Oshawa L1G 6R2
416-728-1623/4
Zenith 20650

Eighth Small Claims Court
Box 474, Station A
King & Park Plaza
249 King St. W.
Oshawa L1H 7L5
416-723-9332
Zenith 89000

Crown Attorney
Court House
P.O. Box 448
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-8873
Zenith 61130

Sheriff-District Court
Court House
P.O. Box 446
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-6808
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
P.O. Box 447
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-8845
Zenith 71040

First Small Claims Court
306 Dundas St. W., 2nd Flr
P.O. Box 386
Whitby L1N 2M7
416-668-3624
Zenith 89000

Third Small Claims Court
8 Brock St. W., P.O. Box 340
Uxbridge L0C 1K0
416-852-7113
Zenith 89000

ELGIN COUNTY

Crown Attorney

Administration of Justice Bldg.

30 St. Catharines St.

St. Thomas N5P 2V8

519-631-1506

Zenith 61130

Local Registrar-Supreme Court

County Court Clerk

Surrogate Registrar

Sheriff-County Court

Court House

4-8 Wellington St.

St. Thomas N5R 2P2

519-631-3530

Zenith 71040

Provincial Court (Criminal)

P.O. Box 267

St. Thomas N5P 3T9

519-633-1230

Zenith 81930

Provincial Court (Family)

P.O. Box 327

St. Thomas N5P 3T9

519-633-2160/69

Zenith 20650

First Small Claims Court

2 Wellington St.

St. Thomas N5R 2P2

519-631-1241

Zenith 89000

ESSEX COUNTY

Second Small Claims Court

1389 Front Road S.

Amherstburg N9V 2M5

519-736-2667

Third Small Claims Court

6 Main St. E.

Kingsville N9Y 1A2

519-733-2633

Zenith 89000

Crown Attorney

Ste. 610, West Court Place

251 Goyeau St.

Windsor N9A 6V2

519-253-1104

Zenith 61130

Sheriff-County Court

County Court House

245 Windsor Ave.

Windsor N9A 1J2

519-252-7209

Zenith 30490

Local Registrar-Supreme Court

County Court Clerk

Surrogate Registrar

Court House

245 Windsor Ave.

Windsor N9A 1J2

519-254-1159

Zenith 71040

Provincial Court (Criminal)

P.O. Box 607

Windsor N9A 6N4

519-254-2591

Zenith 81930

Provincial Court (Family)

250 Windsor Ave., 4th Flr.

Windsor N9A 6V5

519-254-2871

Zenith 20650

Seventh Small Claims Court

744 Ouellette Ave.

Windsor N9A 1C3

519-258-8751

FRONTENAC COUNTY

Crown Attorney

Court House

Kingston K7L 2N4

613-547-2211

Zenith 61130

Sheriff-County Court
Court House
Kingston K7L 2N4
613-547-2232
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
Kingston K7L 2N4
613-547-2283
Zenith 71040

Provincial Court (Criminal)
P.O. Box 400
181 Barrie St.
Kingston K7L 4W2
613-547-2286
Zenith 81930

Provincial Court (Family)
P.O. Box 981
469 Montreal St.
Kingston K7L 4X8
613-547-2223
Zenith 20650

First Small Claims Court
Court House
Kingston K7L 2N4
613-547-2231
Zenith 89000

Sixth Small Claims Court
Sharbot Lake K0H 2P0
613-279-2607
Zenith 89000

GREY COUNTY

Second Small Claims Court
R.R. #3, Box 103
Durham N0G 1R0
519-369-3505
Zenith 89000

Third Small Claims Court
Box 632
Meaford N0H 1Y0
519-538-1014

Crown Attorney
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-3199
Zenith 61130

Sheriff-County Court
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-7535
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-1461
Zenith 81930

Provincial Court (Criminal)
1133 2nd Ave. E.
P.O. Box 233
Owen Sound N4K 5P3
519-376-0185
Zenith 81930

Provincial Court (Family)
P.O. Box 206
Owen Sound N4K 5P3
519-371-1313
Zenith 20650

First Small Claims Court
880 2nd Ave. E.
Owen Sound N4K 2H3
519-376-6659

JUDICIAL DISTRICT OF HALDIMAND*Local Registrar-Supreme Court**County Court Clerk**Surrogate Registrar**Sheriff-District Court**Court House**Box 70***Cayuga N0A 1E0**

416-772-5352

Zenith 71040

*Provincial Court (Criminal & Family)**P.O. Box 399***Cayuga N0A 1E0**

416-772-3818

Zenith 20650 (Family)

Zenith 81930 (Criminal)

*Crown Attorney**Court House***Dunnville N1A 1N4**

416-774-7451

Zenith 61130

Third Small Claims Court

205 Cross St. W.

Dunnville N1A 1N4

416-774-5859

Zenith 89000

JUDICIAL DISTRICT OF HALTON*Provincial Court (Criminal)*

760 Brant St.

Burlington L7R 4B7

416-632-8811

Sixth Small Claims Court

548 Locust St., Box 384

Burlington L7R 3Y3

416-632-0680

*Crown Attorney**Court House*

491 Steeles Ave. E.

Milton L9T 1Y7

416-878-7291

*Sheriff-District Court**Court House*

491 Steeles Ave. E.

Milton L9T 1Y7

416-878-7285

*Local Registrar-Supreme Court**County Court Clerk**Surrogate Registrar**Court House*

491 Steeles Ave. E.

Milton L9T 1Y7

416-878-7281

*Provincial Court (Family)**Court House*

491 Steeles Ave. E.

Milton L9T 1Y7

416-878-7268

Provincial Court (Criminal)

491 Steeles Ave. E.

Milton L9T 1Y7

416-878-4165

*First Small Claims Court**Court House*

491 Steeles Ave. E.

Milton L9T 1Y7

416-878-6771

*Provincial Court (Criminal)**P.O. Box 97***Oakville L6J 4Z5**

416-845-6601

Second Small Claims Court

225 Church St.

Oakville L6J 1N4

416-845-7941

JUDICIAL DISTRICT OF HAMILTON-WENTWORTH*Crown Attorney**Court House*

50 Main St. E.

Hamilton L8N 1E9

416-528-8774

Sheriff-District Court
Court House
50 Main St. E.
Hamilton L8N 1E9
416-522-1318

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
50 Main St. E.
Hamilton L8N 1E9
416-528-6708

Provincial Court (Criminal)
125 Main St. E.
Hamilton L8N 1G4
416-525-1840

County & District Courts
Unified Family Courts
100 James St. S.
Hamilton L8P 2Z3
416-525-1550/51/52/59

First Small Claims Court
P.O. Box 680
Hamilton L8N 3M6
416-522-9063

First Small Claims Court
Small Claims Court
Court House
50 Main St. E.
Hamilton L8N 1E9
416-527-0851

HASTINGS COUNTY

Twelfth Small Claims Court
Box 36
Bancroft K0L 1C0
613-332-3237

Crown Attorney
235 Pinnacle St.
Belleville K8N 3A9
613-962-0772
Zenith 61130

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
235 Pinnacle St.
Belleville K8N 3A9
613-962-9106
Zenith 71040

Provincial Court (Criminal)
15 Victoria Ave., 1st Flr.
Belleville K8N 1Z5
613-962-3468
Zenith 81930

Provincial Court (Family)
Century Place
Ste. 402, P.O. Box 906
Belleville K8N 5B6
613-968-6759
Zenith 20650

First Small Claims Court
117 Front St.
Belleville K8N 2Y6
613-962-2300

Sixth Small Claims Court
108 Forsyth St.
Marmora K0K 2M0
613-472-2501
Zenith 89000

Ninth Small Claims Court
80 Division St.
Trenton K8V 5S5
613-392-1655
Zenith 89000

HURON COUNTY

Fifth Small Claims Court
20 Sanders St. W.
Exeter N0M 1S0
519-235-2781
Zenith 89000

Crown Attorney
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-9272
Zenith 61130

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-7322
Zenith 71040

Provincial Court (Criminal)
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-9342
Zenith 81930

Provincial Court (Family)
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-6742
Zenith 20650

First Small Claims Court
158 Keays St., Box 1
Goderich N7A 3N2
519-524-7112
Zenith 89000

Eighth Small Claims Court
351 Leopold St., Box 1
Wingham N0G 2W0
519-357-1196
Zenith 89000

KENORA DISTRICT

Provincial Court (Criminal & Family)
479 Government St.
P.O. Box 3000
Dryden P8N 3B3
807-223-2348

Crown Attorney
479 Government St.
P.O. Box 3000
Dryden P8N 3B5
807-223-3351

Third Small Claims Court
54 Eagle Dr., Box 636
Dryden P8N 2C9
807-223-2613
Zenith 89000

Crown Attorney
Court House
Kenora P9N 1S4
807-468-8292
Zenith 61130

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
Kenora P9N 1S4
807-468-6270
Zenith 71040

Provincial Court (Criminal)
Court House
Kenora P9N 1S4
807-468-6132
Zenith 81930

Provincial Court (Family)
Court House
216 Water St.
Kenora P9N 1S4
807-468-3353
Zenith 20650

First Small Claims Court
Court House
Kenora P9N 1S4
807-468-6270
For toll-free number see
blue pages of telephone directory

Fifth Small Claims Court
Box 226
Red Lake P0V 2M0
807-727-2767
Zenith 89000

KENT COUNTY

Crown Attorney
Court House
21 Seventh St., 4th Flr.
Chatham N7M 4K1
519-352-2141
Zenith 61130

Sheriff-County Court
Court House
21 Seventh St., 3rd Flr.
Chatham N7M 4K1
519-352-7740
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
21 Seventh St., 3rd Flr.
Chatham N7M 4K1
519-354-4450
Zenith 71040

Provincial Court (Criminal)
21 Seventh St.
Chatham N7M 4K1
519-352-9070
Zenith 81930

Provincial Court (Family)
21 Seventh St., 1st Flr.
Chatham N7M 4K1
519-354-0622
Zenith 20650

First Small Claims Court
21 Seventh St., Box 205
Chatham N7M 5K3
519-354-0210
Zenith 89000

Fifth Small Claims Court
437 James St.
Wallaceburg N8A 2N8
519-627-1174

LAMBTON COUNTY

Fifth Small Claims Court
Box 719
Forest N0N 1J0
519-873-4671
Zenith 89000

Local Registrar-Supreme Court
Crown Attorney
Sheriff-County Court
County Court Clerk
Surrogate Registrar
Court House
700 Christina St. N.
Sarnia N7T 7N5
519-337-3265
Zenith 71040

Provincial Court (Criminal)
P.O. Box 2017
700 Christina St. N.
Sarnia N7T 7L1
519-336-8830
Zenith 81930

Provincial Court (Family)
P.O. Box 2628
700 Christina St. N.
Sarnia N7T 7N5
519-337-8713
Zenith 20650

First Small Claims Court
180 1/2 Christina St. N.
Sarnia N7T 5T9
519-337-6651

LANARK COUNTY

Third Small Claims Court
205 Mailey Dr.
Carleton Place K7C 3V3
613-257-1727
Zenith 89000

Crown Attorney
Court House
43 Drummond St. E.
Perth K7H 1G1
613-267-1900
Zenith 61130

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
43 Drummond St. E.
Perth K7H 3E2
613-267-2021
Zenith 71040

First Small Claims Court
Court House
Box 51
Perth K7H 3E2
613-267-2021

Provincial Court (Criminal & Family)
P.O. Box 31
Smiths Falls K7A 4S9
613-283-1906
Zenith 81930

Fourth Small Claims Court
12 Catherine St., Box 331
Smiths Falls K7A 4T2
613-283-4420

UNITED COUNTIES OF LEEDS & GRENVILLE

Crown Attorney
County Court House
Brockville K6V 5T7
613-342-2034
Zenith 61130

Sheriff-County Court
County Court House
Brockville K6V 5T7
613-345-5895
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
County Court House
Brockville K6V 5T7
613-342-2288
Zenith 71040

Provincial Court (Criminal & Family)
75 Water St. W.
P.O. Box 1360
Brockville K6V 5Y6
613-342-5003
Zenith 81930

Provincial Court (Criminal Division)
100 Garden St.
Box 213
Gananoque K7G 1H9
613-382-4606

Provincial Court (Criminal Division)
360 Dibble St.
Prescott K0E 1T0
613-925-4873

First Small Claims Court
27 King St. E.
Brockville K6V 1A7
613-342-2833
Zenith 89000

Second Small Claims Court
146 King St. W.
Box 1270
Prescott K0E 1T0
613-925-2717
Zenith 89000

COUNTY OF LENNOX & ADDINGTON

Eighth Small Claims Court
Box 51
Kaladar K0H 1Z0
613-336-8952

Crown Attorney
41 Dundas St. W.
P.O. Box 158
Napanee K7R 1Z5
613-354-2144
Zenith 61130

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
97 Thomas St. E.
Napanee K7R 1L1
613-354-3845
Zenith 71040

Provincial Court (Criminal & Family)
P.O. Box 386
41 Dundas St. W.
Napanee K7R 3P5
613-354-5450
Zenith 81930

First Small Claims Court
35 Dundas St. E., Box 51
Napanee K7R 1H7
613-354-5243
Zenith 89000

MANITOULIN DISTRICT

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House, P.O. Box 265
Gore Bay P0P 1H0
705-282-2461
Zenith 81930 (Sheriff)
Zenith 71040 (Supreme, County,
Surrogate courts)

Provincial Court (Criminal & Family)
District Court House
P.O. Box 314
Gore Bay P0P 1H0
705-282-2531
Zenith 81930

First Small Claims Court
Court House
Gore Bay P0P 1H0
705-282-2461
Zenith 89000

Second Small Claims Court
Box 363
Little Current P0P 1K0
705-368-2277
Zenith 89000

Crown Attorney
Court House
Sudbury P3C 1T9
705-674-3151, Ext. 206
For toll-free number see
blue pages of telephone directory

MIDDLESEX COUNTY

Crown Attorney
Court House
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7130
Zenith 61130

Sheriff-County Court
Court House
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7140
Zenith 71040

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7161
Zenith 71040

Provincial Court (Criminal)
80 Dundas St. E.
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7068
Zenith 81930

Provincial Court (Family)
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7090
Zenith 20650

First Small Claims Court
80 Dundas St. E.
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7017

Referee-Small Claims Court
Court House
London N6A 2P3
519-433-4684

Third Small Claims Court
Lucan N0M 2J0
519-679-7017

Second Small Claims Court
Parkhill N0M 2K0
519-294-6511

Sixth Small Claims Court
52 Frank St.
Strathroy N7G 2R4
519-245-1477
Zenith 89000

MUSKOKA DISTRICT

Crown Attorney
Court House
Bracebridge P0B 1C0
705-645-2411
Zenith 61130

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
Bracebridge P0B 1C0
705-645-8793
Zenith 71040

Provincial Court (Criminal)
P.O. Box 1110
Bracebridge P0B 1C0
705-645-9838
Zenith 81930

Provincial Court (Family)
P.O. Box 159
Bracebridge P0B 1C0
705-645-2831
Zenith 20650

First Small Claims Court
Box 1821
Bracebridge P0B 1C0
705-645-2682
Zenith 89000

Crown Attorney
P.O. Box 449
Huntsville P0A 1K0
705-635-2262

Third Small Claims Court
P.O. Box 2592
Huntsville P0A 1K0
705-789-5630

JUDICIAL DISTRICT OF NIAGARA NORTH

Fifth Small Claims Court
15 Main St. E., P.O. Box 293
Grimsby L3M 3G5
416-945-2756
Zenith 89000

Crown Attorney
P.O. Box 788
St. Catharines L2R 6Y3
416-685-4293
Zenith 61130

Sheriff-District Court
P.O. Box 277
St. Catharines L2R 6V9
416-685-7341
Zenith 30490

*Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar*
P.O. Box 727
St. Catharines L2R 6Y3
416-685-4284
Zenith 71040

Provincial Court (Criminal)
P.O. Box 1537
St. Catharines L2R 7J9
416-685-4856
Zenith 81930

Provincial Court (Family)
P.O. Box 536
210 King St., 2nd Flr.
St. Catharines L2R 6V9
416-685-7142
Zenith 20650

Second Small Claims Court
P.O. Box 574, 39 Queen St.
St. Catharines L2R 6W8
416-682-1560

**JUDICIAL DISTRICT OF NIAGARA
SOUTH**

Provincial Court (Criminal)
P.O. Box 627
Niagara Falls L2E 6J5
416-354-2789
Zenith 81930

Fourth Small Claims Court
5415 Victoria Ave., Ste. 4
Niagara Falls L2G 3L1
416-356-3404
Zenith 89000

Crown Attorney
12 King St.
Welland L3B 3H9
416-732-1328
Zenith 61130

Sheriff-District Court
Court House
102 East Main St.
Welland L3B 3W6
416-734-6284
Zenith 30490

*Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar*
Court House
102 East Main St.
Welland L3B 3W6
416-735-0010
Zenith 71040

Provincial Court (Criminal)
40 Division St.
Welland L3B 3Z6
416-732-2493
Zenith 81930

Provincial Court (Family)
3 Cross St.
P.O. Box 383
Welland L3B 5P7
416-734-7451
Zenith 20650

First Small Claims Court
Court House, Box 612
Welland L3B 5R4
416-734-7417
Zenith 89000

NIPISSING DISTRICT

Crown Attorney
Court House
390 Plouffe St.
North Bay P1B 4G1
705-472-9230
Zenith 61130

*Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
North Bay P1B 4G1
05-472-7911
For toll-free number see
blue pages of telephone directory*

*Provincial Court (Criminal)
21 Main St. W.
North Bay P1B 2V6
05-472-8120
Zenith 81930*

*Provincial Court (Family)
00 Main St. W.
North Bay P1B 2F4
05-472-2680
Zenith 20650*

*Third Small Claims Court
90 Plouffe St.
North Bay P1B 4G1
05-472-5860
Zenith 89000*

*First Small Claims Court
Box 238
Surgeon Falls P0H 2G0
05-753-1090*

JUDICIAL DISTRICT OF NORFOLK

*Crown Attorney
Justice Bldg., Box 605
Box 3 Highway W.
Simcoe N3Y 4N4
9-426-5920*

*Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
P.O. Box 308
Simcoe N3Y 4L2
9-426-6550*

*Provincial Court (Criminal)
P.O. Box 605
Simcoe N3Y 4N4
519-426-8330*

*Provincial Court (Family)
P.O. Box 605
Simcoe N3Y 4N4
519-426-8451*

*First Small Claims Court
Court House, Box 605
Simcoe N3Y 4N4
519-426-3447
Zenith 89000*

NORTHUMBERLAND COUNTY

*Third Small Claims Court
Box 97
Brighton K0K 1H0
613-475-0961
Zenith 89000*

*Crown Attorney
Court House
860 William St.
Cobourg K9A 3A9
416-372-5011
Zenith 61130*

*Sheriff-County Court
P.O. Box 517
Cobourg K9A 4L3
416-372-7812
For toll-free number see
blue pages of telephone directory*

*Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
P.O. Box 360
Cobourg K9A 4K8
416-372-3751
Zenith 71040*

Provincial Court (Criminal)

1011 William St., Box 910

Cobourg K9A 4W4

416-372-0193/4

Zenith 81930

Provincial Court (Family)

Victoria Hall

55 King St. W.

P.O. Box 996

Cobourg K9A 2M2

416-372-0126

Zenith 20650

Second Small Claims Court

208 Division St.

Cobourg K9A 4L3

416-372-7153

Zenith 89000

First Small Claims Court

3 Jane St., Box 216

Port Hope L1A 3W3

416-885-8695

**JUDICIAL DISTRICT, OTTAWA-
CARLETON**

Crown Attorney

County Court House

2 Daly Ave.

Ottawa K1N 6E2

613-566-3771

Sheriff-County Court

County Court House

2 Daly Ave.

Ottawa K1N 6E2

613-566-3781

Master and Taxing Officer

2 Daly Ave.

Ottawa K1N 6E2

613-566-3702

Local Registrar

County Court Clerk

Surrogate Registrar

County Court House

2 Daly Ave.

Ottawa K1N 6E2

613-566-3751

Provincial Court (Criminal)

Rideau Trust Bldg., Rm. 200

1 Nicholas St.

Ottawa K1N 7B7

613-566-3910

Provincial Court (Family)

1145 Bronson Place

Ottawa K1S 4H4

613-566-3828/9

Seventh Small Claims Court

Small Claims Court Referee

306-56 Sparks St.

Ottawa K1P 5Z4

613-232-5408

OXFORD COUNTY

Crown Attorney

Court House

Hunter St.

Woodstock N4S 4G6

519-537-2611

Zenith 61130

Local Registrar-Supreme Court

County Court Clerk

Surrogate Registrar

Sheriff-County Court

Court House

P.O. Box 70

Woodstock N4S 7W5

519-539-6187

Zenith 71040

Provincial Court (Criminal)

Court House

Hunter St.

Woodstock N4S 4G6

519-537-2369

Zenith 81930•

Provincial Court (Family)
Court House
Hunter St.
Woodstock N4S 4G6
519-537-2377
Zenith 20650

First Small Claims Court
461 Dundas St.
Woodstock N4S 1C2
519-537-8511
Zenith 89000

PARRY SOUND DISTRICT

Crown Attorney
Court House
Parry Sound P2A 1T7
705-746-2331
Zenith 61130

Sheriff-District Court
Court House
Parry Sound P2A 1T7
705-746-2421
Zenith 30490

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
P.O. Box 99
Parry Sound P2A 2X2
705-746-5864
Zenith 71040

Provincial Court (Criminal)
P.O. Box 455
Parry Sound P2A 2X5
705-746-4271/2
Zenith 81930

Provincial Court (Family)
88 James St.
Parry Sound P2A 1T9
705-746-8163
Zenith 20650

First Small Claims Court
89 James St.
Parry Sound P2A 1T7
705-746-5464
Zenith 89000

Seventh Small Claims Court
Box 239
South River P0A 1X0
705-386-2560

JUDICIAL DISTRICT OF PEEL

Crown Attorney
Court House
P.O. Box 548
Brampton L6V 2L7
416-457-5160
Zenith 61130

Sheriff-District Court
P.O. Box 548
Brampton L6V 2L7
416-457-5400
Zenith 71040

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
P.O. Box 8000
Brampton L6V 2M7
416-457-5040
Zenith 71040

Provincial Court (Criminal)
141 Clarence St.
Brampton L6W 3E6
416-451-7551
Zenith 81930

Provincial Court (Family)
P.O. Box 220
Brampton L6V 2L1
416-457-5020
Zenith 20650

First Small Claims Court

5 Moore Crescent
Brampton L6W 1W8
416-451-0121
Zenith 89000

Second Small Claims Court

470 Hensall Circle
Mississauga L5A 1W3
416-277-1583

PERTH COUNTY

Sixth Small Claims Court

595 Inkerman St. E.
Listowel N4W 2N8
519-291-1423
Zenith 89000

Crown Attorney

Court House
1 Huron St.
Stratford N5A 5S4
519-271-4020
Zenith 61130

Sheriff-County Court

Court House
P.O. Box 726
Stratford N5A 6V6
519-271-1850
Zenith 30490 (Sheriff)

Local Registrar-Supreme Court

County Court Clerk
Surrogate Registrar
Court House
P.O. Box 726
Stratford N5A 6V6
519-271-2572
Zenith 71040

Provincial Court (Criminal)

Admin. of Justice Bldg.
17 George St. W.
Stratford N5A 1A6
519-271-9252
Zenith 81930

Provincial Court (Family)

17 George St. W.
Stratford N5A 1A6
519-271-2640
Zenith 20650

First Small Claims Court

Court House
1 Huron St.
Stratford N5A 6V6
519-271-4940
Zenith 89000

PETERBOROUGH COUNTY

Crown Attorney

City Hall
500 George St. N.
Peterborough K9H 3R9
705-745-0583
Zenith 71040

Local Registrar-Supreme Court

County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
Peterborough K9H 3M9
705-745-0583
Zenith 71040

Provincial Court (Criminal)

City Hall
500 George St. N.
Peterborough K9H 3R9
705-745-0583
Zenith 71040

Provincial Court (Family)

Court House
Warden's Walk
Peterborough K9H 3M3
705-745-0583
Zenith 71040

First Small Claims Court

Court House
Peterborough K9J 3G3
705-745-0583
Zenith 71040

**UNITED COUNTIES OF PRESCOTT
& RUSSELL***Seventh Small Claims Court*

151 Main St., Rm. 35

Hawkesbury K6A 2H3

613-632-4282

Zenith 89000

Crown Attorney

Court House, P.O. Box 299

L'Orignal K0B 1K0

613-675-4460

Zenith 61130

*Local Registrar-Supreme Court**County Court Clerk**Surrogate Registrar**Sheriff-County Court*

Court House

L'Orignal K0B 1K0

613-675-4567

Zenith 71040

Provincial Court (Criminal & Family)

Court House

L'Orignal K0B 1K0

613-675-4695

Zenith 20650 (Family)

Zenith 81930 (Criminal)

Tenth Small Claims Court

2560 Lalonde St., Box 298

Rockland K0A 3A0

613-446-4781

Zenith 89000

PRINCE EDWARD COUNTY*Crown Attorney*

P.O. Box 720

Pictou K0K 2T0

613-476-6267

*Local Registrar-Supreme Court**County Court Clerk**Surrogate Registrar**Sheriff-County Court*

Court House

Pictou K0K 2T0

613-476-6236

Provincial Court (Criminal)

P.O. Box 640

Pictou K0K 2T0

613-476-2606

Provincial Court (Family)

P.O. Box 640

Pictou K0K 2T0

613-476-2606

First Small Claims Court

9 Queen St.

Pictou K0K 2T0

613-476-2390

RAINY RIVER DISTRICT*Crown Attorney*

P.O. Box 338

Fort Frances P9A 3M7

807-274-9825

Zenith 61130

*Local Registrar-Supreme Court**District Court Clerk**Surrogate Registrar**Sheriff-District Court*

Court House

Fort Frances P9A 3M7

807-274-5961

Zenith 71040

Provincial Court (Criminal & Family)

P.O. Box 336

Fort Frances P9A 3M7

807-274-9832/3

Zenith 81930

First & Fourth Small Claims Court
Court House, Box 8
Fort Frances P9A 3M5
807-274-5961
Zenith 71040

RENFREW COUNTY

Fourth Small Claims Court
45 Hugh St. S.
Arnprior K7S 2V5
613-623-2873

Seventh Small Claims Court
Killaloe Station K0J 2A0
613-757-2050

Crown Attorney
220 Pembroke St. E.
Pembroke K8A 6X3
613-732-2261
Zenith 61130

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
297 Pembroke St. E.
Pembroke K8A 3K2
613-732-2541
Zenith 30490 (Sheriff)
613-732-8581
Zenith 71040 (Supreme, County,
Surrogate (courts))

Provincial Court (Criminal & Family)
415-417 Pembroke St. W.
P.O. Box 218
Pembroke K8A 6X3
613-735-0697 (Family)
613-735-6886 (Criminal)
Zenith 20650 (Family)
Zenith 81930 (Criminal)

First Small Claims Court
Court House
297 Pembroke St. E.
Pembroke K8A 3K2
613-732-2541
Zenith 89000

Third Small Claims Court
259 Raglan St.
P.O. Box 386
Renfrew K7V 4A6
613-432-3193
Zenith 89000

SIMCOE COUNTY

Eighth Small Claims Court
46 Centre St. S., Box 706
Alliston L0M 1A0
705-435-9645

Crown Attorney
Court House
Barrie L4M 1M1
705-728-1221, Ext. 57
Zenith 71040

Sheriff-County Court
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221
Zenith 71040

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
Barrie L4M 1M1
705-728-1221, Ext. 20
Zenith 71040

Provincial Court (Criminal)
Court House, 30 Poyntz St.
P.O. Box 284
Barrie L4M 1M1
705-728-1221, Ext. 46/47/48/49
Zenith 71040

Provincial Court (Criminal)

19 Front St. N.

Orillia L3V 4R6

705-326-2671

Zenith 81930

Provincial Court (Family)

P.O. Box 184

Barrie L4M 4T2

705-728-1221, Ext. 35/36/37/38

Zenith 71040

First Small Claims Court

Court House

Barrie L4M 1M1

705-728-4181

Fourth Small Claims Court

649 Hurontario St.

Collingwood L9Y 2N6

705-445-4240

Zenith 89000

Sixth Small Claims Court

104 Borland St.

Orillia L3V 2B7

705-326-4251

Zenith 89000

**UNITED COUNTIES OF STORMONT,
DUNDAS & GLENGARRY**

Second Small Claims Court

26 Bishop St.

Alexandria K0C 1A0

613-525-1841

Zenith 89000

Crown Attorney

County Court House

26 Pitt St.

Cornwall K6J 3P2

613-932-5903

Zenith 61130

Local Registrar-Supreme Court

County Court Clerk

Surrogate Registrar

Sheriff-County Court

County Court House

26 Pitt St.

Cornwall K6J 3P2

613-932-1290

Zenith 71040

Provincial Court

(Criminal & Family)

P.O. Box 56

Cornwall K6H 5R9

613-933-7500

Zenith 81930

Third Small Claims Court

Court House

Box 1294

Cornwall K6H 5V4

613-932-1224

Zenith 89000

Sixth Small Claims Court

167 Davis St.

Iroquois K0E 1K0

613-652-4521

Provincial Court (Criminal)

P.O. Box 858

Morrisburg K0C 1X0

613-543-2193

Tenth Small Claims Court

461 Gladstone St.

P.O. Box 13

Winchester K0C 2K0

613-774-3374

SUDBURY DISTRICT

Fifth Small Claims Court

Town Hall, Box 584

Chapleau P0M 1K0

705-864-0712

Zenith 89000

Provincial Court (Criminal)

Town Hall, Box 584

Chapleau P0M 1K0

705-864-0712

Provincial Court (Criminal & Family)

100 Tudhope St.

Espanola P0P 1C0

705-869-4334

Zenith 81930

Third Small Claims Court

Town Hall

Espanola P0P 1C0

705-869-1150

Zenith 89000

Crown Attorney

Court House

Sudbury P3C 1T9

705-675-4155, Ext. 206

For toll-free number see blue pages
of telephone directory

Sheriff-District Court

Court House

Sudbury P3C 1T9

705-675-4158

Zenith 30490

Local Registrar-Supreme Court

District Court Clerk

Surrogate Registrar

Court House

Sudbury P3C 1T9

705-675-4162

Zenith 71040

Provincial Court (Criminal)

Court House

155 Elm St. W.

Sudbury P3C 1T9

705-675-4171

Zenith 81930

Provincial Court (Family)

40 Larch St., 2nd Flr.

Sudbury P3E 5M7

705-675-4231

For toll-free number see blue pages
of telephone directory

First Small Claims Court

Small Claims Court Referee

38 Larch St.

Sudbury P3C 5M7

705-675-4164

Zenith 89000

THUNDER BAY DISTRICT

Seventh Small Claims Court

Box 90

Beardmore P0T 1G0

807-875-2176

Zenith 89000

Fifth Small Claims Court

Box 39

Geraldton P0T 1M0

807-854-1488

Zenith 89000

Sixth Small Claims Court

Box 224

Marathon P0T 2E0

807-229-1383

Zenith 89000

Second Small Claims Court

P.O. Box 309

Nipigon P0T 2J0

807-887-3829

Zenith 89000

Fourth Small Claims Court

Box 234

Schreiber P0T 2S0

807-824-2495

Zenith 89000

Crown Attorney
Court House
277 Camelot St.
Postal Station P
Thunder Bay P7A 4B3
807-475-1565
Zenith 61130

Sheriff-District Court
Court House
277 Camelot St.
Thunder Bay P7A 4B3
807-475-1525
Zenith 30490

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Court House
277 Camelot St.
Thunder Bay P7A 4B3
807-475-1575
Zenith 71040

Provincial Court (Criminal)
1805 Arthur St. E., 2nd Flr.
Postal Station F
Thunder Bay P7E 5N7
807-475-1335
Zenith 81930

Provincial Court (Family)
1805 Arthur St. E., 1st Flr.
Postal Station F
Thunder Bay P7E 5N7
807-475-1365
Zenith 20650

Third Small Claims Court
Small Claims Court
Court House
277 Camelot St.
Thunder Bay P7A 4B3
807-344-5801
Zenith 89000

TIMISKAMING DISTRICT

Third Small Claims Court
16 6th Avenue
Englehart P0J 1H0
705-544-2598
Zenith 89000

Crown Attorney
Court House
P.O. Box 369, 393 Main St.
Haileybury P0J 1K0
705-672-3308
Zenith 61130

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
Haileybury P0J 1K0
705-672-3321
Zenith 71040

Provincial Court (Criminal)
Court House
Haileybury P0J 1K0
705-672-3395
Zenith 81930

First Small Claims Court
Small Claims Court
Box 1360
Haileybury P0J 1K0
705-672-3606

Provincial Court (Family)
P.O. Box 253
Kirkland Lake P2N 3H7
705-567-9381
Zenith 20650

Fourth Small Claims Court
Box 217
Kirkland Lake P2N 3H7
705-567-7060
Zenith 89000

Provincial Court (Criminal)
P.O. Box 217
Kirkland Lake P2N 3H7
705-567-7060

**VICTORIA COUNTY
(INCLUDING PROVISIONAL
COUNTY OF HALIBURTON)**

Second Small Claims Court
Box 209
Haliburton K0M 2S0
705-457-1732
Zenith 89000

Crown Attorney
26 Peel St.
P.O. Box 672
Lindsay K9V 4W9
705-324-3440
Zenith 61130

Local Registrar Office
County Court Clerk
Surrogate Registrar
Sheriff-County Court
County Court House
Francis St., P.O. Box 484
Lindsay K9V 4S5
705-324-2542
For toll-free number see blue pages
of telephone directory

Provincial Court (Criminal)
440 Kent St. W., Box 82
Lindsay K9V 4R8
705-324-5302
Zenith 81930

Provincial Court (Family)
440 Kent St. W., Box 82
Lindsay K9V 4R8
705-324-2425
Zenith 20650

Fifth Small Claims Court
59 Victoria Ave. N.
Lindsay K9V 4G4
705-324-4251
Zenith 89000

JUDICIAL DISTRICT OF WATERLOO

Provincial Court (Criminal)
12 Ainslie St. S.
Cambridge N1R 3K1
519-621-9220
Zenith 81930

Third Small Claims Court
120 Main St.
Cambridge (Galt) N1R 1V7
519-623-0170

Crown Attorney
Court House
20 Weber St. E.
Kitchener N2H 1C3
519-576-4300
Zenith 61130

Sheriff-District Court
Court House
20 Weber St. E.
Kitchener N2H 1C3
519-742-1334
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
20 Weber St. E.
Kitchener N2H 1C3
519-745-9373
Zenith 71040

Provincial Court (Criminal)
200 Frederick St., Ste. 1000
Kitchener N2H 6P1
519-745-9476

Provincial Court (Family)
Court House
200 Frederick St.
Kitchener N2H 6N9
519-576-9110
Zenith 20650

First Small Claims Court
58 Scott St.
Kitchener N2H 2R1
519-745-8063

WELLINGTON COUNTY

Eighth Small Claims Court
220 Adelaide St., Box 443
Arthur N0G 1A0
519-848-3347

Fourth Small Claims Court
230 Queen St. W.
Fergus N1M 1S8
519-843-1644

Crown Attorney
Court House
74 Woolwich St.
Guelph N1H 3T9
519-822-1031
Zenith 61130

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
P.O. Box 247
Guelph N1H 6J9
519-824-4100
Zenith 71040

Provincial Court (Criminal)
36 Wyndham St. S.
Guelph N1H 6J9
519-836-2501
Zenith 81930

Provincial Court (Family)
36 Wyndham St.
P.O. Box 244
Guelph N1H 6J9
519-822-7961
Zenith 20650

First Small Claims Court
25 Douglas St.
Guelph N1H 2S7
519-822-0131
Zenith 89000

Eleventh Small Claims Court
Box 329
Mount Forest N0G 2L0
519-323-4358
Zenith 89000

JUDICIAL DISTRICT OF YORK

Crown Attorney
1000 Finch Ave. W.
Downsview M3J 2V5
416-663-5550

Provincial Court (Criminal)
1000 Finch Ave. W.
Downsview M3J 2V5
416-663-5440

Crown Attorney
80 The East Mall
Etobicoke M8Z 5X6
416-252-7895

Provincial Court (Criminal)
80 The East Mall
Etobicoke M8Z 5X6
416-252-7891

Provincial Court (Family)
160 Silverhill Dr.
Etobicoke M9B 3W7
416-236-2553

Etobicoke Driving Improvement Centre
80 The East Mall
Etobicoke M8Z 5X6
416-252-7883

Etobicoke Small Claims Court
Small Claims Court Referee
2265 Keele St., Rm. 202
Etobicoke M6M 5B8
416-249-8151

Crown Attorney
1911 Eglinton Ave. E.
Scarborough M1L 2L3
416-757-2886

Provincial Court (Criminal)
1911 Eglinton Ave. E.
Scarborough M1K 2W5
416-757-3686

Provincial Court (Family)
1911 Eglinton Ave. E.
Scarborough M1K 2W5
416-755-9200

Scarborough Driving Improvement Centre
1911 Eglinton Ave. E.
Scarborough M1K 2W5
416-757-3657

Scarborough Small Claims Court
Small Claims Court Referee
2130 Lawrence Ave. East, Ste. 300
Scarborough M1R 5B9
416-755-3651
416-755-5228

Registrar-Supreme Court
130 Queen St. W.
Osgoode Hall
Toronto M5H 2H5
416-363-4101

Local Registrar-Supreme Court
145 Queen St. W., 1st Flr.
Toronto M5H 2N9
416-965-5544

Chief Supreme Court Reporter
Supreme Court
500 University Ave., Rm. 716
Toronto M5G 1V7
416-965-2824

Sheriff-District Court
Court House
361 University Ave., Rm. 113
Toronto M5G 1T5
416-965-7261

Surrogate Registrar
Court House
361 University Ave., Rm. 104
Toronto M5G 1X9
416-965-7314

County Court Clerk
Court House
361 University Ave., Rm. 110
Toronto M5G 1T4
416-965-7351

Coordinator and Judges Secretaries
361 University Ave., Rm. 334
Toronto M5G 1T4
416-965-7372

Clerk of the Peace
361 University Ave., Rm. 241
Toronto M5G 1T5
416-965-7277

County Court Reporters
361 University Ave., Rm. 315
Toronto M5G 1T3
416-965-7369

Crown Attorney
18 King St. E., 3rd Flr.
Toronto M5C 1C5
416-965-4377

Crown Attorney
Court House
361 University Ave., Rm. 101
Toronto M5G 1Y1
416-965-7338

Crown Attorney
College Park
444 Yonge St. Rm. 221
Toronto M5B 2H4
416-965-7500

Provincial Court (Criminal)
Metropolitan Toronto
60 Queen St. W.
Toronto M5H 2M4
416-965-7523

Provincial Court (Criminal)
2265 Keele St.
Toronto M6M 3Z7
416-248-3705

Provincial Court (Criminal)
College Park
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-965-7504

Keele Driving Improvement Centre
Driving Improvement Centre
2265 Keele St.
Toronto M6M 3Z7
416-248-7167

Provincial Court (Family)
311 Jarvis St.
Toronto M5B 2C4
416-963-0677

The Referee
Small Claims Courts
College Park
444 Yonge St., 2nd Flr.
Toronto M5B 2C4
416-965-5591

Toronto Small Claims Court
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-598-2842

Etobicoke Small Claims Court
2265 Keele St., Ste. 209
Toronto M6M 5B8
416-249-8251/2/3

Provincial Court (Criminal)
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-226-5440

Provincial Court (Family)
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-224-7647

North York Driving Improvement Centre
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-226-5657

North York Small Claims Court
Small Claims Court Referee
47 Sheppard Ave. E., 3rd Flr.
Willowdale M2N 5X5
416-225-3188
416-225-4846 (Referee)

JUDICIAL DISTRICT OF YORK REGION

Crown Attorney
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-8212
Zenith 61130

Sheriff-District Court
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-898-5221
Zenith 30490

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-898-5441
Zenith 71040

Provincial Court (Criminal)
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-2395
Zenith 81930

Provincial Court (Family)
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-8661/2
Zenith 20650

First Small Claims Court

50 Eagle St. W., 4th Flr.

Newmarket L3Y 6B1

416-895-4291

Zenith 89000

Second Small Claims Court

Box 7

Sutton West L0E 1R0

416-722-5118

Zenith 89000

Third Small Claims Court

550 Markham Road & Bayview

R. R. #1

Richmond Hill L4C 4X7

416-884-3833

Zenith 89000

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO LAW REFORM COMMISSION

ATT GEN 42

18 King St. E., 16th Flr.

Toronto M5C 1C5

416-965-4761

The **Ontario Law Reform Commission** inquires into any matter relating to law reform, the administration of justice, judicial and quasi-judicial procedures. To carry out these functions the Commission conducts legal **research** and issues reports containing recommendations for changes in the law. The reports of the Commission are submitted to the Attorney General. Commission reports are available at the Ontario Government Bookstore, 880 Bay St., Toronto M7A 1N8, 965-2054.

ONTARIO LEGAL AID PLAN

ATT GEN 43

Provincial Director's Office

145 King St. W., 10th Flr.

Toronto M5H 3L7

416-361-0766

Ontario Legal Aid Plan (OLAP) is operated by the **Law Society of Upper Canada** for the Attorney General. The **Ontario Legal Aid Act** ensures that no one shall be denied the services of **lawyers** for lack of money. Every Ontario resident and, in certain cases non residents, may apply for legal aid. Qualification is based on need. The local Ministry of Community and Social Services office investigates an applicant's finances and reports to the Legal Aid Area Director as to whether the applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP also administers **grants** to clinics providing legal services to the community and contributes to the operation of student legal aid societies in five Ontario law schools. General information on OLAP is available from the main office above. To apply for legal aid, contact local OLAP office listed under Legal Aid in the white pages of local telephone directories.

ADMINISTRATIVE TRIBUNALS**ASSESSMENT REVIEW COURT**

80 Bloor St. W.
Toronto M5S 1L9
416-965-7574

ATT GEN 44

The Assessment Review Court hears complaints against **real property assessment** and **business assessment**, the basis of **municipal taxation** in Ontario. Hears appeals on the refusal of municipal clerks to amend **school** support lists for school board taxation, applications for the cancellation, reduction or refund of municipal taxes, and applications for increasing municipal taxes where manifest errors have been made in the collectors' roll. For further information on real property assessment, see Ministry of Revenue, Assessment Field Operations Branch, REVENUE 20. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court at one of these offices:

Ass't Registrar
85 Great Northern Rd.
Sault Ste. Marie P6B 4Y8
705-949-5280

Regional Registrar
Central, Georgian Bay
and Lake Huron Area
713 Davis Dr., Ste. 303
Newmarket L3Y 2R3
416-895-1274

(Simcoe, York, Halton,
Peel)

Regional Registrar
Eastern Area
2378 Holly Lane, Rm. 208
Ottawa K1V 7P1
513-731-7166

(Ottawa-Carleton, Prescott
& Russell, Stormont, Dundas
& Glengarry, Lanark, Leeds
& Grenville, Renfrew, Frontenac,
Lennox & Addington, Hastings,
Prince Edward, Northumberland)

Regional Registrar
Grand River/Niagara Area
678 Main St. E., Ste. 303
Hamilton L8M 1K2
416-549-4173
(Brant, Dufferin, Wellington,
Waterloo, Niagara,
Haldimand-Norfolk,
Hamilton-Wentworth)

Regional Registrar
Lake Ontario Area
277 George St. N., Ste. 207
Peterborough K9J 3G9
705-743-7960
(Peterborough, Victoria,
Haliburton, Durham)

Regional Registrar
Municipality of
Metropolitan Toronto
80 Bloor St. W., Ste. 701
Toronto M5S 1L9
416-965-6826

Regional Registrar

Northern Area

Northgate Shopping Centre
Ste. 300

North Bay P1B 2H3

705-474-1612

(Nipissing, Muskoka,
Parry Sound, Cochrane,
Timiskaming, Manitoulin,
Algoma, Kenora, Rainy River,
Thunder Bay, Sudbury)

Regional Registrar

Southwestern Area

426 Third St., 1st Flr.

London N5W 4W6

519-453-6660

(Elgin, Bruce, Grey,
Middlesex, Oxford, Kent,
Lambton, Essex, Huron,
Perth)

BOARD OF NEGOTIATION

ATT GEN 45

439 University Ave.

Toronto M5G 1Y8

416-965-2867

The **Board of Negotiation** may act as a mediator to negotiate a settlement when **real property** is expropriated and no agreement can be reached on **compensation** for the **expropriation**. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

BOARD OF VALUATION

ATT GEN 46

439 University Ave.

Toronto M5G 1Y8

416-965-2867

Where a power exercised under the **Power Corporation Act** does not constitute an expropriation or injurious affection, **compensation** shall be paid to the **real property** owner for all damage, and when no agreement is arrived at as to the amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the power corporation is dissatisfied with the amount fixed, **appeals** may be made to the **Ontario Municipal Board**.

CRIMINAL INJURIES COMPENSATION BOARD

ATT GEN 47

439 University Ave., 17th Flr.

Toronto M5G 1Y8

416-965-4755

Provides **compensation** to eligible applicants when a person is injured or killed in Ontario, as the result of an unprovoked act of **criminal** violence.

LAND COMPENSATION BOARD

ATT GEN 48

180 Dundas St. W., 8th Flr.

Toronto M5G 1E5

416-965-1012

Determines **compensation** for **land** taken either through **expropriation** by a statutory authority or through consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a statutory authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

ONTARIO MUNICIPAL BOARD

ATT GEN 49

180 Dundas St. W.
 Toronto M5G 1E5
 416-965-1912

The **Ontario Municipal Board** performs a quasi-judicial function in the implementation of sound municipal development and **land use planning**. Hears applications for approval of **zoning** by-laws, **official plans** and plans of **subdivisions** referred by the Ministry of **Municipal Affairs and Housing** and **appeals** as provided under the **Planning Act** and under the **Assessment Act**. The Ontario Municipal Board supervises certain financial and other affairs of **municipalities** with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving **municipalities**.

ACTS

ATT GEN 50

The following is a list of Acts administered by the Ministry of the Attorney General. For information on the administration of these Acts, contact this Ministry's Crown Law Office, Civil Law (ATT GEN 23).

Absconding Debtors Act
 Absentees Act
 Accidental Fires Act
 Accumulations Act
 Administration of Justice Act
 Age of Majority and Accountability Act
 Aliens' Real Property Act
 Anglican Church of Canada Act, 1979
 Arbitrations Act
 Architects Act
 Assessment Review Court Act
 Bail Act
 Barristers Act
 Blind Persons' Rights Act
 Bulk Sales Act
 Business Records Protection Act
 Change of Name Act
 Charitable Gifts Act
 Charities Accounting Act
 Children's Law Reform Act
 Commercial Tenancies Act (Requires Proclamation)
 Commissioners for taking Affidavits Act
 Compensation for Victims of Crime Act
 Constitutional Questions Act
 Conveyancing and Law of Property Act
 Costs of Distress Act
 County Court Judges' Criminal Courts Act
 County Courts Act
 County Judges Act
 Creditors' Relief Act
 Crown Administration of Estates Act
 Crown Agency Act

Crown Attorneys Act
 Crown Witnesses Act
 Disorderly Houses Act
 Dog Owner's Liability Act
 Dominion Courts Act
 Escheats Act
 Estates Administration Act
 Estreats Act
 Evidence Act
 Execution Act
 Expropriations Act
 Extra-Judicial Services Act
 Family Law Reform Act
 Fines and Forfeitures Act
 Fraudulent Conveyances Act
 Fraudulent Debtors Arrest Act
 Frustrated Contracts Act
 Gaming Act
 General Sessions Act
 Habeas Corpus Act
 Hospitals and Charitable-Institutions Inquiries Act
 Hotel Registration of Guests Act
 Innkeepers Act
 Interpretation Act
 Interprovincial Subpoenas Act (Requires Proclamation)
 Judges' Orders Enforcement Act
 Judicature Act
 Judicial Review Procedure Act
 Juries Act
 Justices of the Peace Act
 Landlord and Tenant Act - see Commercial Tenancies Act
 Law Society Act
 Legal Aid Act
 Libel and Slander Act
 Limitations Act
 Lord's Day (Ontario) Act
 Master and Servant Act
 Matrimonial Causes Act
 Mechanics' Lien Act
 Mental Incompetency Act
 Mercantile Law Amendment Act
 Ministry of the Attorney General Act
 Minors Act
 Minors' Protection Act
 Mortgages Act
 Negligence Act
 Notaries Act
 Occupiers' Liability Act
 Ontario Law Reform Commission Act
 Ontario Municipal Board Act

Partition Act
 Pawnbrokers Act
 Perpetuities Act
 Powers of Attorney Act
 Proceedings Against the Crown Act
 Professional Engineers Act
 Property and Civil Rights Act
 Provincial Court (Civil Division) Project Act, (Self Repealing Jan. 1, 1983)
 Provincial Courts Act (Part)
 Provincial Offences Act
 Public Accountancy Act
 Public Authorities Protection Act
 Public Halls Act
 Public Inquiries Act
 Public Institutions Inspection Act
 Public Officers Act
 Public Officers' Fees Act
 Public Trustee Act
 Quieting Titles Act
 Reciprocal Enforcement of Judgements Act
 Reciprocal Enforcement of Maintenance Orders Act
 Regulations Act
 Regulations Revision Act, 1979
 Religious Freedom Act
 Religious Organizations' Lands Act
 Replevin Act
 Revised Statutes Confirmation Act, 1981
 Sale of Goods Act
 Settled Estates Act
 Sheriffs Act
 Short Forms of Conveyances Act
 Short Forms of Leases Act
 Short Forms of Mortgages Act
 Small Claims Courts Act
 Solicitors Act
 Statute of Frauds
 Statutes Act
 Statutes Revision Act, 1979
 Statutory Powers Procedure Act
 Succession Law Reform Act
 Surrogate Courts Act
 Ticket Speculation Act
 Time Act
 Trespass to Property Act
 Trustee Act
 Unconscionable Transactions Relief Act
 Unified Family Court Act (Self Repealing on July 1, 1982)
 University Expropriation Powers Act
 Variation of Trusts Act
 Vendors and Purchasers Act

Vexatious Proceedings Act

Wages Act

Warehousemen's Lien Act

Warehouse Receipts Act

MINISTRY OF CITIZENSHIP AND CULTURE

77 Bloor St. W.
Toronto M7A 2R9

On February 13, 1982, Premier William Davis announced that the Ministry of Culture and Recreation would be reorganized and called the Ministry of Citizenship and Culture. The Premier also announced that the Ministry's sports, fitness and recreational components would be taken over by the new Ministry of Tourism and Recreation.

The reorganized Ministry of Citizenship and Culture focuses on the citizenship, multiculturalism, arts support, heritage conservation, libraries and community information services of the former Ministry of Culture and Recreation.

The former Ministry of Culture & Recreation was created by the Ministry of Culture and Recreation Act, 1974. Components were taken from four different ministries. These have since undergone extensive alteration with some expansion.

The Archaeology and Heritage Planning Branch was moved from the Ministry of Natural Resources.

The Arts Support Branch and the Cultural Industries Branch were moved from the Ministry of Colleges and Universities. From the same ministry came the Ontario Heritage Foundation, the Heritage Administration Branch, the Heritage Trust, the Libraries and Community Information Branch, the Ontario Science Centre and the cultural agencies, i.e., the Art Gallery of Ontario, The Royal Ontario Museum, the Ontario Arts Council, and the McMichael Canadian Collection. CJRT-FM received grants from the Ministry of Colleges and Universities.

From the Ministry of Education came the Ontario Educational Communications Authority, also an agency of the Ministry. From the Ministry of Community and Social Services came the Sports and Recreation Branch, the Archives of Ontario, the Citizenship Development Branch, the Newcomer Services Branch, the Native Community Branch and Field Services.

The Advisory Council on Multiculturalism and Citizenship had its reporting relationship changed to the Minister of Culture and Recreation in 1979. Before that, the antecedent council reported to the Legislature through the Provincial Secretary for Social Development.

COMMUNICATIONS BR

MCR 1

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-965-0615

The Communications Branch provides information service for the Ministry. It establishes the Ministry's communications policy and advises its branches on communications techniques. The branch provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, news releases and audio-visual materials. The following programs report to the Communications Branch and are described individually: Media Production Unit and Resource Centre.

COMMUNICATIONS BR MEDIA PRODUCTION
UNIT

MCR 2

77 Bloor St. W., 9th Flr.
Toronto M7A 2R9
416-965-6761

The Media Production Unit coordinates output of Ministry publications and audio-visual materials. Edits manuscripts, prepares copy for typesetting, design and camera-ready art and arranges for production of these materials. Monitors Ministry material to ensure style consistency and quality.

COMMUNICATIONS BR RESOURCE CENTRE

MCR 3

77 Bloor St. W., 9th Flr.
Toronto M7A 2R9
416-965-6763

The **Resource Centre and Library** maintains an up-to-date collection of books, pamphlets, **films**, video **tapes** and teaching materials which are made available to all Ministry staff and to any community organization involved in **cultural** or recreational programs. These materials cover various subjects such as **community development**, **multiculturalism**, informal **education**, **language training**, **recreation**, **leisure**, **retirement** planning, human relations, **prejudice**, **theatre**, **arts and crafts**, **Native peoples**, **disability**, **librarianship** and **volunteers**. Staff can assist in searching materials. The Resource Centre operates the Ministry **reading room** which provides public access to Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry. In Toronto contact the Resource Centre; other areas contact field offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11.

FRENCH LANGUAGE SERVICES

MCR 4

77 Bloor St. W., 6th Flr.
Toronto M7A 2R9
416-965-2506

Coordinates the implementation of the government policy on French Language Services within the Ministry and its agencies.

It serves as a link between the francophone community and the Ministry. The office of the coordinator also makes recommendations to the Ministry on various ways to satisfy the needs of the francophone population of Ontario.

SERVICES EN FRANCAIS

Met en oeuvre auprès du ministère et de ses agences la politique du gouvernement en matière de services en français.

Sert de lien entre la communauté francophone et le ministère. Le bureau du coordonnateur fait aussi des recommandations au ministère sur les moyens de répondre aux besoins de la population francophone de l'Ontario.

FINANCE & ADMINISTRATION DIVISION

LEGAL SERVICES BR

MCR 5

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-965-5793

Provides legal services for the Ministry and its agencies. Counsels the Ministry on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the Ministry with general legal services such as contracts, real estate, etc.

FINANCE BR

MCR 6

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-4832

Provides the Ministry with financial management and **accounting** services. Functions include supporting Program Managers in the areas of budget preparation, financial analysis and management by results; liaison with Central Agencies, other ministries and the Provincial Auditor; processing, including the pre-audit, and recording of all expenditures and revenues; preparation of financial reports for management information. In addition, the branch establishes Ministry accounting and financial policy.

GRANTS ADMINISTRATION BR

MCR 7

77 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-965-7166

Coordinates and administers all **Wintario**, **Lottario**, **Community Recreation Centres Act** and **Cultural Support Capital Grants**.

The Capital Grants Unit (965-5399) coordinates capital support programs of the Ministry which include the **Community Recreation Centres Act**, **Grants for Cultural Support Capital** and the **Wintario Capital Grants Program**. The Wintario Capital Grants Program provides assistance for **cultural** and **recreational** facilities: master plans and feasibility studies; their construction and renovation; and the provision and improvement of their accessibility by the **disabled**. The programs also provide capital **grants** for community **recreation centres**, **sports** facilities, **arts** facilities such as **theatres** and **art galleries**, **museums**, **heritage** conservation projects, facilities for **libraries** and **multicultural** centres.

Planning and Technical Services (965-0322) provides consultation on planning studies and technical advice and information on the development and operation of **cultural** and recreational facilities (**recreation centres**, **arenas**) to Ministry Field Offices and customers (municipalities and incorporated non-profit organizations and community groups).

Program Grants Unit (965-2390) handles general inquiries about the Wintario Grants Program, maintains a central record of the status of all applications, gathers **statistics** and prepares reports. Net profits from **Wintario** are available to non-profit community groups, organizations, municipalities and **Indian band councils** for capital and non-capital projects concerning **sports**, **recreation**, **fitness**, **arts**, **heritage**, public **libraries**, **multiculturalism** and **citizenship** and other projects of a recreational and **cultural** nature.

Contact field offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11.

INTERNAL AUDIT UNIT

MCR 8

77 Bloor St. W., 8th Flr.

Toronto M7A 2R9

416-965-9941

The Internal Audit Unit is responsible for carrying out independent reviews and appraisals of all Ministry activities and to report to management on the adequacy of internal financial and management controls.

MANAGEMENT SYSTEMS AND SERVICES BR

MCR 9

77 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-965-7486

The branch is responsible for management systems: systems development, operations and maintenance, **records management** and **forms control** (965-0665). These services help Ministry staff plan, develop, deliver and evaluate its programs. Systems development services include the definition, development, implementation and documentation of computerized and non-computerized information and administrative systems. This includes liaison with Ministry of Government Services' Communications and Computer Services Division and systems services in the private sector.

The branch is also responsible for office and other central administrative services for the Ministry and its agencies (965-7486). Administrative Services include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, assets management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. It is also responsible for office safety supervision.

PERSONNEL BR

MCR 10

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-0225

Performs the personnel functions for the Ministry of Citizenship and Culture. Also coordinates and plans Ministry's participation in government-wide **youth employment** programs. The branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the Affirmative Action and equal employment initiatives, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, human resources training and development, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

REGIONAL SERVICES

MCR 11

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

The community programs consultants within the regional offices represent the Ministry throughout the Province by delivering and communicating Ministry programs and services to the public.

The consultants guide, counsel and consult with municipal and community organizations and interest groups involved in **citizenship** development and **cultural** activities to ensure that existing programs reflect the participants' needs, that new needs can be identified and interests can be developed. Regional Services staff are the communications link between the communities in which they work and the Ministry's program specialists in Queen's Park.

Consultants also administer Ministry **grants** to groups and organizations for the following: public **libraries** (**Public Libraries Act**); **heritage** and **historical** programs (**Ontario Heritage Act**); museums (**Museums Act**); **Wintario**; **community information centres**; programs for and by **Native peoples**; **multicultural** centres; intercultural development; **cultural** facilities; reception, orientation, and **English as a Second Language** training for **immigrants**; **summer youth employment** for **students**; special projects.

Community programs consultants can be reached at the following regional offices:

CENTRAL EAST REGION

CENTRAL WEST REGION

Regional Office

100 Bay St., 8th Flr.

Toronto M5G 1Z6

16-965-0283

District Office

14 Worsley St.

Barrie L4M 1M1

5-737-3301

long distance dial

800-461-4499

Simcoe County,

District of Muskoka,

(York Region)

District Office

15 Stewart St.

Peterborough K9J 3N2

5-748-3711

long distance dial

800-461-7629

Peterborough County,

Haliburton County,

Northumberland County,

Victoria County,

(Durham Region)

Regional Office & District Office

Ontario Government Bldg.

119 King St. W., 8th Flr.

Box 2112

Hamilton L8N 3Z9

416-521-7229

If long distance ask

operator for Zenith 57900

(Regional Municipality of Halton,

Regional Municipality of Hamilton

Wentworth)

District Office

71 King St., Ste. 301

St. Catharines L2R 3H7

416-688-6472

For toll-free number see

blue pages in telephone directory

(Regional Municipality of

Niagara, Regional Municipality of

Haldimand-Norfolk)

District Office

55 Erb St. E., Ste. 307

Waterloo N2J 3W7

519-886-3520

For toll-free number see
blue pages in telephone directory
(Regional Municipality
of Waterloo, Wellington & Dufferin
Counties, Brant County)

EASTERN REGION

Regional Office

1 Nicholas St., 11th Flr.

Ottawa K1N 7B7

613-566-3721

District Office

1 Nicholas St.

Ottawa K1N 7B7

613-566-3725

(Ottawa Carleton)

District Office

1 Nicholas St.

Ottawa K1N 7B7

613-566-3728

If long distance dial

1-800-267-1910

(Ottawa Valley, Prescott
Russell, Glengarry, Stormont
Dundas, Lanark, Renfrew)

District Office

280 Pinnacle St., Ste. 3

Belleville K8N 3B1

613-968-5377

If long distance ask
operator for Zenith 92500
(Hastings & Prince Edward,
Frontenac)

1055 Princess St., 3rd Flr.

Kingston K7L 5T3

613-547-2235

If long distance ask
operator for Zenith 81610
(Frontenac, Leeds & Grenville,
Lennox & Addington)

NORTHEASTERN REGION

Regional Office, District Office

215 Oak St. E., 2nd Flr.

North Bay P1B 1A2

705-474-3821

If long distance dial

1-800-461-9563

(Districts of Temiskaming South,
Parry Sound & Nipissing)

22 Wilcox St., 2nd Flr.

Timmins P4N 3K6

705-267-7117

For toll-free number see
blue pages in telephone directory
(Cochrane & Temiskaming North)

District Office

Elgin Tower

390 Bay St.

Sault Ste. Marie P6A 1X2

705-942-3751

If long distance dial

1-800-461-2409

(District of Algoma
except North Shore)

District Office

199 Larch St., 4th Flr.

Sudbury P3E 5P9

705-675-4346

If long distance dial

1-800-461-4004

(Manitoulin, North Shore,
Mississauga Reserve,
Regional Municipality of Sudbury)

NORTHWESTERN REGION

Regional Office & District Office

1825 Arthur St. E.

Thunder Bay P7E 5N7

807-475-1255

If long distance dial

1-800-465-6939

(Thunder Bay District)

District Office

479 Government Road

P.O. Box 3000

Dryden P8N 3B3

807-223-2271

If long distance ask

operator for Zenith 57900

(Districts of Kenora, Southern

Patricia & Rainy River, Isolated

Communities in the Districts of

Thunder Bay, Patricia & Kenora)

SOUTHWESTERN REGION*Regional & District Office*

495 Richmond St., 5th Flr.

London N6A 5A9

519-438-2947

If long distance dial

1-800-265-4730

(Middlesex, Lambton, Elgin,

Perth, South Huron, Oxford)

427 Tenth Ave.

Hanover N4N 1P8

519-364-1626

If long distance dial

1-800-265-5520

(North Huron, Grey, Bruce)

250 Windsor Ave., 6th Flr.

Windsor N9A 1J2

519-256-4919

If long distance dial

1-800-265-1330

(Essex, Kent)

ARTS, HERITAGE AND LIBRARIES DIVISION**ARTS, HERITAGE AND LIBRARIES DIVISION****MCR 12**

77 Bloor St. W., 7th Flr.

Toronto M7A 2R9

416-965-6487

This division is responsible for the development of policies and the operation of programs related to arts support, heritage conservation, and libraries and community information. In the arts, it encourages, promotes and assists the development of excellence and increased participation in a broad variety of cultural pursuits, providing coordination, consultation and financial assistance to individuals, groups and arts organizations. In the area of heritage conservation, it assists in the conservation, protection and preservation of Ontario's historical resources and heritage. Libraries and community information services are also administered by the division. In addition, the division provides support to the Ontario Heritage Foundation.

ARTS SERVICES BR**MCR 13**

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-6256

Arts Services Branch develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating grants to provincial cultural institutions and agencies, provincial arts service organizations, and certain arts training institutions. Coordinates the **Wintario Program Grants (Arts) Program**. The following programs of this branch are described individually: Cultural Exchange Program, Festival Ontario, Outreach Ontario, Public Art Galleries Grants. For information, contact main

office or field offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11.

ARTS SERVICES BR CULTURAL EXCHANGE PROGRAM

MCR 14

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-6509

Provides information and/or **grants** to community associations, individual **artists** and **arts** groups involved in interprovincial or international **cultural exchanges**. Criteria used for assessment include public accessibility, community support, artistic excellence, financial accountability of group, and the 'special' versus on-going nature of the project. Level of funding will be determined on a competitive, juried basis. A variety of cultural **exchanges** between Ontario and Quebec are assisted under the auspices of the **Ontario-Quebec Permanent Commission**.

ARTS SERVICES BR FESTIVAL ONTARIO

MCR 15

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-6509

Festival Ontario coordinates **exhibitions** from major **cultural** and **arts** institutions (e.g. Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority (OECA), Ontario Arts Council, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and makes these available free of charge to communities to augment **festivals** or special events. Festival Ontario does not organize festivals but assists at the request of communities. Contact main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11.

ARTS SERVICES BR OUTREACH ONTARIO

MCR 16

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-6256

Outreach Ontario is designed to decentralize the Province's **cultural** resources by encouraging Toronto area **cultural** institutions to diversify their programs, expand extension services and undertake cooperative projects. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection and regional public libraries. These agencies develop and administer their own Outreach programs. Contact main office or field offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11, or individual agencies listed above.

ARTS SERVICES BR PUBLIC ART GALLERIES GRANTS

MCR 17

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-6256

Assists eligible non-profit community **art galleries** through **grants** for basic operating and

administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and operations information. Applications are available through the main office or field offices listed in the Regional Services entry, MCR 11. Art galleries may also apply to Ontario Arts Council for assistance with program and exhibition expenses.

CULTURAL INDUSTRIES BR

MCR 18

77 Bloor St. W., 8th Flr.

Toronto M7A 2R9

416-965-7690

Provides liaison with various levels of government for the **film industry**, **recording industry**, **book publishing** and **periodicals** industries. Recently, became involved with commercial live **theatre**. Does not give grants; emphasizes policy development. Accepts applications from established **book** publishers for guaranteed **loans** and interest **subsidies**. Manages Ontario **HALF BACK** program which, from time to time, allows non-winning **Wintario** tickets to be used for discounts on certain Canadian **cultural** products. Acts as Ministry contact for the development of the **Elgin/Wintergarden** theatre complex in Toronto.

HERITAGE ADMINISTRATION BR

MCR 19

77 Bloor St. W., 7th Flr.

Toronto M7A 2R9

416-965-4021

Architectural Conservation Section provides technical support to the **Ontario Heritage Foundation** for its grants or loans programs which encourage **architectural conservation** or preservation of buildings of **historical** and/or architectural significance. Advice on preservation is offered to organizations and individuals, including assistance with the establishment of **Local Architectural Conservation Advisory Committees (LACAC)** and programs.

Historical Conservation and Promotion Section provides technical support for the **Ontario Heritage Foundation** in preserving **historic sites**, organizing major **heritage** events, and erecting **plaques** to commemorate people or events of province-wide importance. Provides **grants** to help fund the operations of local **heritage** groups and gives them technical advice. Gives municipalities and community groups **grants** to assist in the erection of local **plaques**. Administers the **Ontario Heritage Foundation grants** program aiding projects of a **historical** nature (e.g. publication of local histories, regional heritage festivals). Also provides advice to provincial **heritage** agencies, organizations including the Ontario Historical Studies Series, the John Graves Simcoe Foundation, the Champlain Society, and the Ontario Historical Society.

The Museums Section provides training, technical advice and **grants** to **museums** owned and maintained by municipalities, **Indian Band Councils**, conservation authorities, libraries and non-profit corporations. A conservation advisory service, which includes the operation of a mobile conservation laboratory, provides advice and 'hands-on' assistance to community museums. For information on all of the above services, contact main office or field offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11.

HERITAGE TRUST BR
77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-5727

MCR 20

Develops the arrangements and agreements leading to the donation to, or purchase by, the **Ontario Heritage Foundation** of buildings of **historical** or architectural value. **parkland** of scenic, recreational or **cultural** interest, conservation **easements** on such property, items of **archaeological** importance and works of **art**. Following acquisition, arrangements are made for **architectural conservation** or restoration where necessary, as well as for custody, use or display.

ARCHAEOLOGY AND HERITAGE PLANNING BR
77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-4490

MCR 21

The branch has **archaeological** and **heritage planning** expertise. To encourage **heritage** conservation, it assists in planning and development activities of other ministries. It participates in their **land use planning** (e.g. **environmental assessments**), identifies areas of conflict and areas for further investigation and evaluates the **heritage** resource base.

The branch administers the **Ontario Heritage Act** which requires **licences** for **archaeological** work and empowers the Minister to designate **archaeological** sites and to place stop work orders on development. The branch provides staff support to the **Ontario Heritage Foundation** in giving **grants** for **archaeological** projects and acquiring property rights for archaeological sites. It maintains a computerized **archaeological** site file, linked to the Archaeological Survey of Canada National Site Inventory in Ottawa. An historical and architectural data system is being developed.

Archaeological Field Offices of the branch's **Archaeological Conservation Section** serve the above programs. Regional archaeologists are the community centered, operational arm of the Ministry's **archaeological** program. They develop community based programs in archaeology and **heritage conservation** and stimulate public awareness and concern through the development of a regional network of contacts and volunteer workers. They assist the head office with its **archaeological licences** and **grants** activities by doing field inspections and reports. Regional archaeologists plan, develop and manage **heritage research** programs and projects. They undertake field surveys, excavations and technical analyses of artifacts in conjunction with the branch's advisory services, other governmental development activities and local community interests, adding to the basic **archaeological** data for the pre-history and history of Ontario and conserving **archaeological** resources. Archaeological field offices assist municipalities and developers in recognizing and evaluating archaeological and other heritage resources.

Regional archaeologists provide information, advice, technical assistance and **heritage** conservation services to municipalities, educational institutions, **archaeological** societies, private corporations and the public. They prepare manuscripts for scholarly and popular publication of **archaeological research**.

Regional archaeologists respond to emergency situations requiring rescue and salvage of threatened **heritage** sites. Regional Archaeologists provide information and educational assistance on archaeology and heritage conservation to the community, including lectures, displays, publications and organizational counselling.

There are six offices throughout the Province (arranged alphabetically by name of city or town):

207 First St. S.
Kenora P9N 1C2
807-468-8928
(Northwestern)

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 2A7
705-253-2625
(Northeastern)

55 Center St.
London N6V 1T4
519-433-8401
(Southwestern)

1825 East Arthur St.
Thunder Bay 'F' P7E 5N7
807-475-1447
(North Central)

1 Nicholas St.
Ste. 1105, 11th Flr.
Ottawa K1N 7B7
613-238-5157
(Eastern)

700 Bay St., 8th Flr.
Toronto M5G 1Z6
416-965-8258
(South Central)

LIBRARIES SECTION

MCR 22

LIBRARIES AND COMMUNITY INFORMATION BR

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-2696

The Libraries Section administers the **Public Libraries Act**. The section provides consultative assistance to **Indian Band Councils**, library boards and **municipalities** regarding the establishment, organization, management, accommodation and rules of **county libraries**, **public libraries** and **regional library systems**. Administers the operating **grants** formula and provides special **financial assistance** for the purpose of developing a province-wide network of library service and assisting in the provision of library service to areas without municipal organization. Provides **statistics** and **research** services to public libraries and the Ministry to assist in planning the development and coordination of library service in Ontario. Publishes for distribution to general public statistical reports, the **Ontario Library Review (OLR)**, **In Review: Canadian Books for Young People** and other publications on public library service. Activities include advising on **children's literature and library service**; promoting and encouraging the extension of library service throughout Ontario; developing a comprehensive financial planning form and method for regional library systems; developing and analyzing policy proposals with reference to public library operations and their funding; implementing policy decisions; advising on the qualifications and **employment of librarians**, library assistants and library technicians; holding courses and workshops for the education and training of library personnel; and writing histories of various aspects of public library service. Serves as the contact for the **Ontario Provincial Library Council (OPLC)**, formerly known as the **Provincial Library Service (PLS)** established under the Public Libraries Act to advise the Minister on the development and coordination of library services in Ontario.

NETWORK DEVELOPMENT OFFICE
LIBRARIES AND COMMUNITY INFORMATION BR
77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-2696

MCR 23

The Network Development Office provides a range of advisory services aimed at the use of **computers** and **telecommunications** to bring about communication and cooperation between **libraries**. Participates in library planning activities, prepares feasibility studies, evaluates computer based systems and provides consultative services in areas of automation.

COMMUNITY INFORMATION SERVICES
PROGRAM
LIBRARIES AND COMMUNITY INFORMATION BR
77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-7321

MCR 24

Provides **grants** to fund eligible **community information centres (C.I.C.'s)**; advises them on matters such as information management, policy, staffing and **volunteer** training and prepares related publications. Publications currently available cover such subjects as how to plan and produce a directory, publicity and public relations and functions of C.I.C.'s. Contact field offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11.

PUBLIC LIBRARIES PROGRAM REVIEW
77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-7321

MCR 25

The Public Libraries Program Review was established in October, 1980 to review **public library** policy and this Ministry's role in the leadership and coordination of public library service throughout the Province. It is anticipated that the Review will run for two years to December, 1982. To achieve the goals of the Program Review and in order to evaluate the current organization and structure of public library service delivery and provincial funding support to **public library** boards, a number of groups, along with Ministry staff, will consult with the public library community. The consultations will deal with legislative, financial, structural and organizational concerns. Briefs were accepted up to the end of September, 1981 regarding the views of all groups and persons interested in the successful delivery of public library service in Ontario. These views are being analyzed and an implementation plan will be carried out during the Program Review period and afterwards to ensure the continued development of public library services in Ontario.

MULTICULTURALISM AND CITIZENSHIP DIVISION

CITIZENSHIP DEVELOPMENT BR
77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-6621

MCR 26

Develops and supports programs aimed at developing and improving **ethnic** and intercultural relations. Programs include: developing an appreciation for different ethnocultural

groups in Ontario; encouraging information and cultural sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences. Branch consultants provide consultative services, publications, **films**, **tapes**, and intercultural development **grants** to community groups, voluntary agencies, professional associations, and other institutions. Consultants also work with other ministries to encourage and monitor the implementation of the government's **multicultural** policy. The Community Outreach Unit described separately is also a part of this branch. Branch services are also available through the Ministry's field offices (see Regional Services, Ministry of Citizenship and Culture, MCR 11).

The branch is responsible for the Ministry's liaison with the **Multicultural History Society** (416-979-2973) which is funded by **Wintario**. The Society is engaged in the **Multicultural History Project** to collect, catalogue and preserve **historical** material on Ontario **ethnocultural** groups. Once processed, the material is made available to the public through the **Archives of Ontario**.

CITIZENSHIP DEVELOPMENT BR COMMUNITY OUTREACH UNIT

MCR 27

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-7505

Advances and encourages responsible **citizenship** by: promoting and facilitating the development of individual **leadership** capabilities and the increased organizational effectiveness of community groups; encouraging and enhancing **volunteer** participation and action. Support is provided through consultative and advisory services, **financial assistance**, through the provision of **grants** for **multicultural** development and **leadership** development; training and development programs and educational resource materials. Clientele served include non-profit community groups and provincial agencies involved in ethnocultural matters. The Community Outreach Unit's services are also available through the Ministry's field offices (see Regional Services, Ministry of Citizenship and Culture, MCR 11).

NATIVE COMMUNITY BR

MCR 28

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-5003

The branch consults and works with **Native** communities and organizations to assist in encouraging self-reliance and participation in the life of the Province. Branch objectives are: to support Native **heritage** preservation and cultural continuity, to assist Native communities in socio-economic development, to promote the development of human resources and **leadership** in the Native community, and to facilitate direct Native access to government services and resources. Its programs include consultative assistance, **research** and **information**, publications, policy advisory services and **grants**.

Consultation is provided to Metis communities, Friendship Centres, the Native Women's Association, **Indian Bands**, Native cultural and communications groups and other local Native groups by the branch's Community Resource Officers throughout Ontario. Provincial Native organizations have recourse to Toronto consultants. Consultation services include: assisting native communities in identifying local problems and in developing appropriate projects; advising Native communities and organizations of services or pro-

grams which could help their development, and assisting them in securing resources necessary to conduct **community development** projects; linking Native communities and organizations with the appropriate provincial ministries and agencies; providing assistance to Native leaders on the preparation, submission and evaluation of project proposals to government.

The branch has developed a vertical file system on Native people. Research studies and information is available in the following areas: demographics, social and economic conditions, culture, and Native organizations, etc. Publications are being developed to promote a better knowledge of Native people and their organizations throughout Ontario.

The branch provides information and consultation to provincial ministries and agencies on policies or programs related to Native people. Its **grants** program provides assistance to projects such as: Native heritage, communications, social development, leadership training, small **businesses**, provincial organization support, feasibility studies and meetings.

Branch services are provided through 11 field officers and three area supervisors (see list below). Staff in Toronto provide research support to the field, work directly with provincial organizations and liaise with other federal and provincial departments, ministries and agencies.

NORTHEAST AREA

Area Supervisor/Field Office

15 Matchedash St. N.

Orillia L3V 4T4

705-325-9561

390 Bay St., 3rd Flr.

Sault Ste. Marie P6A 1X2

705-942-0419

199 Larch St., 4th Flr.

Sudbury P3E 5P9

705-675-4349

22 Wilcox St., 2nd Flr.

Timmins P4N 3K6

705-267-7110

NORTHWEST AREA

Area Supervisor/Field Office

1825 East Arthur St.

Thunder Bay P7E 5N7

807-475-1225

240 Scott St., 2nd Flr.

Box 613

Fort Frances P9A 3M9

807-274-9732

303 Main St.

Box 778

Geraldton P0T 1M0

807-854-0169

20 Main St.

Kenora P9N 1S7

807-468-5568

(West Patricia area
& Kenora/Dryden area)

SOUTHWEST AREA

Senior Consultant

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-5003

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-5003

(Toronto/Hamilton/Ottawa)

495 Richmond St., 5th Flr.
London N6A 5A9
 519-438-2947

NEWCOMER SERVICES BR

MCR 29

77 Bloor St. W., 5th Flr.
 Toronto M7A 2R9
 416-965-2285

Provides programs related to reception and settlement, orientation and language training of **immigrants** and **refugees**. Provides the 'Newcomer's Guide to Services in Ontario', an orientation resource to newcomers, teachers and counsellors of newcomers, available in several languages. Gives information on setting up community-based newcomer language, orientation and citizenship classes and provides related teacher training. Print and **audio-visual** materials and information on French and **English as a Second Language** (ESL) teaching and classes are available from the ESL clearinghouse (965-4331). For information on newcomer integration (NI) project grants including grants for refugee settlement and newcomer language orientation and citizenship classes (NLOC) grants, contact Ministry field offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11.

ONTARIO WELCOME HOUSE

MCR 30

NEWCOMER SERVICES BR

454 University Ave.
 Toronto M5G 1R6
 416-965-3021

The **Ontario Welcome House** provides newcomers with **English as a Second Language** (ESL) instruction linked with child care (965-2365) and **multilingual information service** and referral to government and social agencies and a clearinghouse of information about **refugees**. The Ontario Welcome House also provides **multilingual** reception services at the Toronto International Airport (678-2540) to assist **immigrants** upon arrival.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ADVISORY COUNCIL ON MULTICULTURALISM AND CITIZENSHIP

MCR 31

1200 Bay St., 10th Flr., Ste. 1015
 Toronto M7A 2R9
 416-965-6889

The **Ontario Advisory Council on Multiculturalism and Citizenship** consists of sixty members from across Ontario, appointed by Order in Council, representing a wide range of ethnocultural backgrounds and occupations and with experience in serving the community. Council's role is to advise the government of Ontario on all matters within the authority of the government which pertain to **multiculturalism** within a context of full, equal

and responsible **citizenship** for all residents of the Province. Reports to the Ontario Legislature through the Minister of Citizenship and Culture.

ARCHIVES OF ONTARIO

MCR 32

77 Grenville St.
Toronto M5S 1B3
416-965-4030

The **Archives of Ontario** administers the Archives Act. It acquires significant unpublished **documents** to preserve Ontario's **historical heritage** and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies important non-current records through statutory control, and from other sources through donation or purchase, any important **historical manuscripts, maps, pictures, photographs, early newspapers, audio-visual archives**, etc. Maintains a **conservation laboratory** for document restoration of Archives' holdings. Operates a **library** (965-4039) and public reading room for those doing **historical**, administrative, legal or other **research**. Welcomes information on the location of **historical** material. The Archives publications include: **The Archives of Ontario - Keeper of the Record; Genealogical Sources - Archives of Ontario**. Archive's staff also advise and assist ministries and government agencies on cost-efficient **records management**, including **forms control, microrecording**, correspondence, reports. Coordinates **records management** training courses (965-2187) for ministries and government agencies.

ART GALLERY OF ONTARIO

MCR 33

317 Dundas St. W.
Toronto M5T 1G4
416-977-0414

Cultivates and advances the cause of visual **arts** in Ontario with programs, lectures and **films** on the origin, development, appreciation and techniques of the visual **arts**. Exhibits works of **art** from its permanent collection and invitational and loan **exhibitions** in the **art** gallery and **The Grange**, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an **art** rental service, **art book shop, audio-visual library, art** reference **library, art** classes, **tours** and **speakers bureau**.

CJRT-FM INC.

MCR 34

297 Victoria St.
Toronto M5B 1W1
416-595-0404

CJRT-FM provides educational opportunities for the citizens of Ontario by offering **adult education** through **university** level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the **arts, music** and **literature**. All program content is presented without commercial sponsorship.

CONSERVATION REVIEW BOARD

MCR 35

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-1432

Holds hearings at the request of a municipality if owners object to municipal designation of property for **historical** or **architectural conservation**. The Board reports its opinion to the municipal council. Hearings are also held if there are **appeals** against the Minister's

designation of **archaeological** or **historic sites** or against the Minister's refusal of archaeological licences.

THE McMICHAEL CANADIAN COLLECTION

MCR 36

Islington Ave.
Kleinburg L0J 1C0
416-893-1121

The **McMichael Canadian Collection** is an **art** gallery that has an extensive collection of the **Group of Seven** and their contemporaries, as well as **native art** and **artifacts**.

The main gallery building at the above address is closed while undergoing renovations. There are two alternate sites, one located at the Kortright Centre for Conservation in the Kleinburg area and the other at College Park at the corner of College and Yonge Streets in downtown Toronto.

The Kortright Centre (416-832-8403) is open Monday through Sunday from 10:00 a.m. to 4:00 p.m. with an admission fee of \$1.00 per adult.

The College Park exhibit is open Monday through Sunday from 12:00 to 6:00 p.m. with no admission fee. The telephone number is 416-593-4252.

All tours should be arranged through the Collection's Booking Coordinator at 416-665-6655.

ONTARIO ARTS COUNCIL

MCR 37

151 Bloor St. W., 5th Flr.
Toronto M5S 1T6
416-961-1660

The **Ontario Arts Council** promotes the study, enjoyment and production of works in the **arts**. Provides **grants** in response to applications from performing and creative **arts** groups such as **theatre** and **dance** companies, **orchestras** and concert societies, **art galleries** and **schools**, **publishing** houses and **periodicals**, local and regional **arts** councils and **festivals**, **arts** service groups and community **arts** projects. Individual **artists**, e.g., painters, **sculptors**, **playwrights**, **composers**, **writers**, **choreographers**, **poets**, **film-makers**, video **artists** and **photographers** may apply also. The Council has officers on staff who represent various **arts** disciplines and pursuits. Other programs include **Creative Artists In Schools (CAIS)**, and **Ontour** which assist concert **artists**, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional **arts** resources, and **Franco-Ontarian arts**. It also administers endowment funds and competitions.

OECA (TVOntario)

MCR 38

2180 Yonge St.
Toronto M4S 2B9
416-484-2600; 1-800-268-8840

The Ontario Educational Communications Authority, (OECA), a provincial Crown corporation, administers **educational broadcasting** in Ontario. OECA designs and produces TV-based learning systems in English and **French** designed for in-school and **pre-school education**, **adult education** and **teachers**. OECA operates an **educational television** network, **TVOntario (TVO)**, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19), Windsor (Chan-

nel 32), Thunder Bay (Channel 9), Sudbury (Channel 19), and Sault Ste. Marie (Channel 20). Beginning in late 1982, TVO's broadcast service will be delivered to three new medium power rebroadcast transmitters in North Bay (Channel 6), Owen Sound (Channel 12), Timmins (Channel 7), and surrounding areas. When these transmitters go into operation, it is estimated that the TVO network will then reach 92 percent of Ontario's population. Many surrounding areas now receive full **TVOntario** service on their local cable systems. TVOntario's broadcast day extends for 16 hours. OECA distributes large parts of its daily schedule by Anik B satellite to 46 experimental ground stations in remote areas; provides a cable package for viewers in areas not reached by TVOntario; distributes video and audio **tapes**; maintains a **library** and publishes print materials supporting educational programming. Schedules and information programs are available on request.

ONTARIO HERITAGE FOUNDATION

MCR 39

77 Bloor St. W., 7th Flr
Toronto M7A 2R9
416-965-9504

The **Ontario Heritage Foundation** advises the Minister of Citizenship and Culture on issuing **archaeological licences** and on designating significant archaeological and **historic sites**. Provides **grants** to encourage innovative new work in archaeology and to help complete artifact analysis. Provides **grants** or **loans** for **architectural conservation** to encourage renovation of buildings of **historical** or architectural significance. Provides **grants** to assist **historians** with the preparation and printing of **manuscripts** of local, regional or specialized interest related to Ontario's **heritage**. Erects historical **plaques** which recognize people, places, buildings and events of significance to the history of the Province. Acquires, usually by donation, **heritage** properties, **parkland**, works of **art** and **historical** artifacts. Contact main office or field offices listed under Regional Services, Ministry of Citizenship and Culture, MCR 11.

ONTARIO HISTORICAL STUDIES SERIES

MCR 40

Glendon College
2275 Bayview Ave.
Toronto M4N 3N6
416-487-6142

The **Ontario Historical Studies Series Project** produces comprehensive, scholarly and readable books on the **historical** development of Ontario. The series is divided into six parts: bibliography of Ontario history; biographies of major premiers; historical atlas; theme studies on aspects of Ontario's economic, social, political and cultural development; general history; and oral history featuring interviews with people who have played a key role in Ontario's development. The project receives financial support from the Ministry of Citizenship and Culture.

ONTARIO SCIENCE CENTRE

MCR 41

770 Don Mills Rd.
Don Mills M3C 1T3
416-429-4100

Through innovative methods, the **Science Centre** makes **science** and **technology** appealing to children of all ages. The Centre invites visitor participation in its unique exhibits, demonstrations, workshops and theatre presentations. It provides special **exhibitions**, **films** and free **education** programs for Canadian school classes booked in advance of their visit.

Through its Outreach program, the Centre provides extension services to communities throughout Ontario. Four major travelling **exhibitions** visit shopping malls, schools, libraries and recreation centres throughout Ontario. The Centre also houses the **Ontario Film Institute** which is a reference and information centre, the **Ontario Film Theatre** which screens **films**, and the **Ontario Film Archives**. Weekly film programs are presented for **senior citizens**. The Centre is fully accessible to the physically handicapped. For a recorded message giving general information on special programs, admission costs or hours, call 416-429-4423.

ROYAL BOTANICAL GARDENS

MCR 42

Box 339
Hamilton L8N 3H8
416-527-1158

The **Royal Botanical Gardens (RBG)** in Hamilton-Wentworth and Halton Regions consists of 2000 acres of developed **gardens** featuring world-renowned plant collections complemented by extensive natural areas served by 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, and design with plant material, instruction for school classes to **university** credit courses. The RBG also offers the public extensive **horticultural** information on ornamental, native and poisonous **plants**, edible and poisonous **mushrooms**, and information on **birds**. **Tours** can be arranged. Participates in Outreach Ontario and Festival Ontario.

ROYAL ONTARIO MUSEUM

MCR 43

100 Queen's Park
Toronto M5S 2C6
416-978-3690

The **Royal Ontario Museum (ROM)**, incorporating the **Canadiana** collections at 14 Queen's Park Crescent W. (978-6738) and the **McLaughlin Planetarium** (978-8558), is the largest of Canada's public **museums** and a major **research** institution with excellent collections in 20 departments. These include the **arts**, **archaeological** studies (e.g., Chinese, Egyptian) and **science** (e.g., Mammalogy, Mineralogy, Entomology, Ornithology, Vertebrate Palaeontology). The departments identify objects related to their fields such as **birds**, **insects**, works of **art**, artifacts, etc. for information only, not for monetary purposes (call or write for appointment). The ROM maintains specialized **libraries** and offers **tours**, a Discovery Room (inviting public participation when viewing **exhibits**), travelling **exhibitions**, museumobiles, a **Speakers Bureau**, lectures and **art** instruction, showings of films, clubs for **senior citizens** and **children**.

IMCOE MEMORIAL FOUNDATION

MCR 44

York St., 2nd Flr.
Toronto M5J 1R2
416-965-2673

The **Simcoe Memorial Foundation** is responsible for the upkeep of **Wolford Chapel** in Devon, England, which was deeded to Canada and where Ontario's first Lieutenant-Governor, John Graves Simcoe and his wife are buried. To stimulate an awareness, participation and pride in the Simcoe **heritage**, the Foundation is engaged in many projects including: an educational program, **audio-visual** presentations, **historical** pageants, 'Simcoe' appearances and lobbying municipalities to proclaim **Simcoe Day**.

ACTS

MCR 45

The Minister of Citizenship and Culture is designated to administer the following Acts
The Ministry of Culture and Recreation Act will be repealed when the Ministry of Citizenship and Culture Act is passed.

Archives Act

Art Gallery of Ontario Act

Arts Council Act

Centennial Centre of Science and Technology Act

Foreign Cultural Objects Immunity from Seizure Act

George R. Gardiner Museum of Ceramic Art Act, 1981

McMichael Canadian Collection Act

Ontario Educational Communications Authority Act

Ontario Heritage Act

Public Libraries Act

Royal Ontario Museum Act

The John Graves Simcoe Memorial Foundation Act, 1965

The Royal Botanical Gardens Act, 1941, as amended

MINISTRY OF COLLEGES AND UNIVERSITIES

Mowat Block, 900 Bay St.

Queen's Park, Toronto M7A 1L2

The Ministry of Colleges and Universities administers support funds to 15 provincially assisted universities, Ryerson Polytechnical Institute and the Ontario College of Art. It supports 22 community colleges, industrial training and apprenticeship programs and administers student financial assistance programs.

The Ministry of Colleges and Universities was formed in May 1964 as the Department of University Affairs. The jurisdiction of the Colleges of Applied Arts and Technology, which had been established in 1965 under the jurisdiction of the Department of Education was transferred to the newly named Department of Colleges and Universities. In 1972 under the reorganization of the Ontario Government the name was changed to the Ministry of Colleges and Universities. In April 1972 the Industrial Training Branch of the Ministry of Labour was transferred to this Ministry. In September 1972 responsibility for a number of agencies was transferred from the Ministry of Education to a newly formed Cultural Affairs Division. This division was transferred to the Ministry of Culture and Recreation when it was established in January, 1975. In 1979 the Ministry of Colleges and Universities and the Ministry of Education came under the jurisdiction of the same Minister and the service branches of the two Ministries merged so that support services are provided in common. The Ministry operates under the Ministry of Colleges and Universities Act.

COLLEGES AND UNIVERSITIES DIVISION

COLLEGE AFFAIRS BR

MCU 1

Mowat Block, 900 Bay St., 10th Flr.

Queen's Park, Toronto M7A 1L2

416-965-5375

College Affairs Branch is responsible for planning and policy formulation and implementation for the **Colleges** of Applied Arts and Technology (CAATs), often called community colleges. The branch coordinates and administers the development of post-secondary and adult **education** programs through CAATs and allocates **grants** to the colleges. The colleges work closely with Canada Employment Centres in providing **vocational** training for adults. For information about programs, contact local colleges or the College Programs Section of the College Affairs Branch at 965-2682. The branch also acts as the secretariat for the **Ontario Council of Regents for CAATs**. The branch negotiates on behalf of the Ontario Council of Regents collective agreements with the Colleges' unionized staff. It also develops and administers personnel policies on behalf of the Ontario Council of Regents.

STUDENT AWARDS BR

MCU 2

Mowat Block, 900 Bay St., 8th Flr.

Queen's Park, Toronto M7A 1L2

416-965-5241

Toll-free: 1-800-268-3748

Area Code 807, ask operator for Zenith 47720

Student Awards Branch has many student awards programs that offer **financial assistance** in the form of **loans**, **grants** or **bursaries** to Ontario **students** studying at colleges and uni-

versities. Administers four plans based on financial need under the **Ontario Student Assistance Program (OSAP): Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loans Plan and Ontario Special Bursary**. The branch also awards **fellowships or scholarships** for outstanding university graduate work: The **Ontario Graduate Scholarship**, The **Sir John A. Macdonald Graduate Fellowship**, **Ontario-Quebec Exchange Fellowship** and The **Queen Elizabeth II Ontario Scholarships**. Has programs for students and teachers for bilingual study: **Fellowships for Studying in French, Teacher's Summer Bursary, French Language Instructional Units Teacher's Bursary Program (Winter Session), Summer Language Bursary Program and Second-language Monitor Program**. Students should apply through the Financial Aid Office located at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

TEACHER EDUCATION BR

Mowat Block, 900 Bay St., 9th Flr.
Queen's Park, Toronto M7A 1L2
416-965-5477

MCU 3

Approves and reviews programs of both pre-service and in-service teacher education offered by faculties of education. Sets policy concerning regulations relating to **certification of teachers**, vice-principals, principals and supervisory officers. The branch also evaluates teaching qualifications and issues teachers' and supervisory officers' certificates; provides **evaluation** of educational **documents** and credentials from other jurisdictions, at the primary and secondary levels, for **employment** purposes or on request of provincial schools or institutions (965-1356); provides equivalent standing for Ministry summer courses (965-5831). The branch provides transcripts of other **records** for **students** (965-2234) and of teacher training courses (965-2600); administers the issuance of secondary school **diplomas** and the award of **scholarships** at the primary and secondary school levels (965-7291) including **evaluation** of records of Grade 13 **students** who may be eligible for the **Ontario Student Scholarship Program**.

UNIVERSITY RELATIONS BR

Mowat Block, 900 Bay St., 9th Flr.
Queen's Park, Toronto M7A 1L2
416-965-3878/79

MCU 4

University Relations Branch is responsible for administering the provincial **grants** to Ontario **universities**. The branch administers the operating grants formula; develops and analyzes policy proposals with reference to university operations, physical resources and their funding; implements policy decisions; acts as liaison with the **Ontario Council on University Affairs** and maintains government-university relations in general. Answers inquiries about university admissions policies and about highly qualified **manpower** supply and demand. Publishes the **Operating Formula Manual** for use by university administrators. Coordinates **health sciences education** programs in **colleges, universities**, and other institutions (965-5543).

SKILLS DEVELOPMENT DIVISION**OPERATIONS BR**

MCU 5

900 Bay St., 10th & 12th Flr.

Toronto M7A 2B5

416-965-4201

The branch is responsible for the delivery of all divisional programs which are designed to contribute to Ontario's economic growth by assisting employers and individuals to achieve their **skills development** goals. The programs include **Apprenticeship, Employer Sponsored Training, Training in Business and Industry (TIBI), Canada Manpower Industrial Training Program, Ontario Career Action Program, Linkage, Women's Programs** and programs under the **Adult Occupational Training Act**.

Regulations under the **Apprenticeship and Tradesmen's Qualification Act** set standards and conditions of training for employment in regulated trades. Compulsory trade **certification** is required for the following trades: construction (e.g. **electricians, plumbers, refrigeration and air conditioning mechanics, sheet metal workers, steamfitters**); motive power trades (e.g. **motor vehicle mechanics, auto body repairers**); and service trades (e.g. **hairstylists**). Certification is voluntary for many other regulated trades (e.g. **carpenters, machinists, tool and die makers, mouldmakers**).

The **Ontario Career Action Program (OCAP)** is a **youth employment** program which assists unemployed youth (ages 16-24) to prepare for employment, primarily in the private sector. For information on OCAP, residents outside the Metro Toronto local calling area can call toll-free 1-800-268-7501.

The branch is also responsible for special initiatives, such as encouraging **women** to enter the skilled occupations, and liaison with the Province's **Community Industrial Training Committees (CITC)** which assess community needs for employment of skilled manpower and develop training programs.

All communications with client groups and delivery organizations, such as officials of community colleges, Canada Employment and Immigration Commission and the **Community Industrial Training Committees** will take place through this branch, thus ensuring a coordinated approach to all program and service delivery. Delivery will be effected through a total of 28 points of service throughout Ontario, listed below:

Ontario Government Building

114 Worsley St.

Barrie L4M 1M1

705-737-1431

If long distance ask

operator for Zenith 20860

City Hall, Room 229

100 Wellington Square

Brantford N3T 2M3

519-756-5197

If long distance ask

operator for Zenith 20860

210 Dundas St. E., Ste. 305

Belleville K8N 5E8

613-968-5558

If long distance ask

operator for Zenith 20860

7 King St. W., 2nd Flr.

Brockville K6V 3P7

613-342-5481

If long distance ask

operator for Zenith 20860

St. Clair College
Thames Campus
P.O. Box 2017
Chatham N7M 5W4
519-354-9100

St. Lawrence College
Mille Roches Hall
801-4th St. E.
Cornwall K6H 2K2
613-938-9702
If long distance ask
operator for Zenith 20860

499 King St. E.
Hamilton L8N 1E1
416-527-9105
If long distance ask
operator for Zenith 20860

37 Main St. S.
Kenora P9N 1S8
807-468-3325
If long distance ask
operator for Zenith 20860

Ontario Government Building
1055 Princess St., Ste. 306
Kingston K7L 5T3
613-547-2271
If long distance ask
operator for Zenith 20860

520 First St., Unit 19
London N5V 3C6
519-453-7190
If long distance
dial 1-800-265-1050

1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-474-5546
If long distance ask
operator for Zenith 20860

132 Allan St.
Oakville L6J 3N5
416-842-2454
If long distance ask
operator for Zenith 20860

Durham College
Adult Training Centre
P.O. Box 385
Oshawa L1H 7L7
416-576-0171
If long distance ask
operator for Zenith 20860

1355 Bank St., Ste. 406
Ottawa K1H 8K7
613-731-7100
If long distance ask
operator for Zenith 20860

220 11th St. E., Ste. 109
Nor-Towne Plaza
Owen Sound N4K 1T9
519-376-5790
If long distance ask
operator for Zenith 20860

315 Pembroke St. E.
Pembroke K8A 3K2
613-735-3911
If long distance ask
operator for Zenith 20860

306 George St. N.
Peterborough K9J 3H2
705-743-4172
If long distance ask
operator for Zenith 20860

Niagara College
Wellandvale Campus
Room A-233
St. Catharines L2R 7A7
416-684-8543
If long distance ask
operator for Zenith 20860

1323 Exmouth St., Ste. 203
Sarnia N7S 3Y1
 519-542-7705
 If long distance ask
 operator for Zenith 20860

421 Bay St., 4th Flr.
 Station Tower
Sault Ste. Marie P6A 1X3
 705-942-4420
 If long distance ask
 operator for Zenith 20860

450 Notre Dame Ave.
Sudbury P3C 5K8
 705-675-4481
 If long distance ask
 operator for Zenith 20860

1265 East Arthur St.
 West Arthur Place, 4th Flr.
Thunder Bay P7E 6E7
 807-475-1605
 If long distance ask
 operator for Zenith 20860

20 Wilcox St.
Timmins P4N 3K6
 705-264-2354
 If long distance ask
 operator for Zenith 20860

558 Yonge St., 2nd Flr.
Toronto M4Y 1Z1
 416-965-4211
 (Central)

2380 Eglinton Ave. E.
 Kenlinton Plaza, 2nd Flr.
Toronto M1K 5G5
 416-750-3533
 (East)

3232 Bloor St. W., 2nd Flr.
Toronto M8X 1E5
 416-233-3281
 (West)
 If long distance ask
 operator for Zenith 20860

421 King St. N.
Waterloo N2J 4E4
 519-884-5460
 If long distance ask
 operator for Zenith 20860

1427 Ouellette Ave., 2nd Flr.
Windsor N8X 1K1
 519-254-8654
 If long distance ask
 operator for Zenith 20860

PLANNING AND DEVELOPMENT BR

MCU 6

1200 Bay St.
Toronto M5R 2A6
 416-965-4051

Branch functions include: policy determination, financial and strategic planning for all divisional programs; federal-provincial negotiations; interministerial coordination; development of regulations, legislation and program policy guidelines; analysis of labour market intelligence; occupational analyses, profile and training standard development; trade examinations development; modular development and program audit and evaluation.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

COLLEGE RELATIONS COMMISSION
 111 Avenue Rd., Ste. 400
 Toronto M5R 3J8
 416-922-7679

MCU 7

College Relations Commission was established in 1975 to oversee the **collective bargaining** process between the **Ontario Council of Regents for CAATs** (Colleges of Applied Arts and Technology) and the **Ontario Public Service Employees Union** representing both academic and support staff. The commission monitors and assists in negotiations, supervises staff votes and advises the Lieutenant Governor in Council when a strike or lockout is jeopardizing student education.

ONTARIO COUNCIL OF REGENTS FOR CAATs
 Mowat Block, 900 Bay St., 10th Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-4234

MCU 8

Ontario Council of Regents for CAATs evaluates the effectiveness of **Colleges of Applied Arts and Technology (CAATs)**; provides policy guidelines; approves requests for new programs; approves master plans and their modifications; reviews college multi-year plans; establishes salaries, wages, and terms and conditions of employment for college staffs; establishes **collective bargaining** policy for academic and support staffs; and appoints the Boards of Governors. The Council has a full-time executive secretary but additional secretariat services are provided by the Ministry of Colleges and Universities' College Affairs Branch.

ONTARIO COUNCIL ON UNIVERSITY AFFAIRS
 700 Bay St.
 Toronto M5G 1Z6
 416-965-5233

MCU 9

The Ontario Council on University Affairs (OCUA) was established by order in council in 1974 and is an advisory body to the Minister of Colleges and Universities and the Lieutenant Governor in Council. The council may advise on any matters pertaining to the university system but regularly advises on the funding required, the allocation of funds, graduate and professional program approval and the **Ontario Graduate Scholarship** fund ing. In many ways, OCUA acts as a buffer between government and the 15 provincially assisted **universities**, **Ryerson Polytechnical Institute**, the **Ontario College of Art**, the **Ontario Institute for Studies in Education** and the **Bar Admission Course (Law society of Upper Canada)**.

The council is composed of a full-time chairman and 19 others who serve on a part-time basis. A small research staff supports the work of the council.

ACTS

MCU 10

The following is a list of Acts administered by the Ministry of Colleges and Universities. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Apprenticeship and Tradesmen's Qualification Act
 Brock University Act, 1964
 Carleton University Act, 1952

Colleges Collective Bargaining Act
Lakehead University Act, 1965
Laurentian University of Sudbury Act, 1960
McMaster University Act, 1957
Ministry of Colleges and Universities Act
Ontario College of Art Act, 1968-69
Osgoode Hall Law School Scholarships Act, 1968-69
Private Vocational Schools Act
Ryerson Polytechnical Institute Act, 1977
Sunnybrook Hospital Act, 1966
Trent University Act, 1962-63
University of Guelph Act, 1964
University of Ottawa Act, 1965
University of Toronto Act, 1971
University of Waterloo Act, 1972
University of Western Ontario Act, 1967
University of Windsor Act, 1962-63
Wilfred Laurier University Act, 1973
York University Act, 1965

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Hepburn Block, 80 Grosvenor St.
Queen's Park, Toronto M7A 1E9

The Ministry of Community and Social Services was originally established in 1930 as the Department of Public Welfare. This department was formed as a result of the Ross Commission on Public Welfare and comprised an amalgamation of the Old Age Pensions, the Mother's Allowance and the Children's Aid branches which previously were administered by the Provincial Secretary, along with the Unemployment Relief branch from the Department of Labour. In 1967 the name was changed to the Department of Social and Family Services, which was maintained until 1972. In that year, the current Ministry was established under the Ministry of Community and Social Services Act.

In 1974 the Mental Retardation program of the Ontario Government under the Developmental Services Act was transferred to the Ministry from the Ministry of Health. (Currently, there are 17 facilities directly operated by the Ministry and 11 facilities operated by community-based Boards of Directors. In addition the Ministry provides for community-based programs for developmentally handicapped children and adults through associations for the mentally retarded.) In 1977 Children's Services programs from the Ministries of Health, Correctional Services and the Attorney General were transferred to the Ministry.

DEPUTY MINISTER'S OFFICE

SENIOR ADVISOR TO THE MINISTER

COMSOC 1

Hepburn Block, 7th Flr.
Queen's Park, Toronto M7A 1E9
416-965-0515

The Senior Advisor to the Minister provides high level liaison, analysis and follow-up, on behalf of the Minister and the Deputy, with the Ministry's service users. The Advisor advises the Minister on a regular basis, undertakes special investigations and issues resolutions, and provides senior liaison with Ministry interest groups.

COMMUNICATIONS BR

COMSOC 2

Hepburn Block, 7th Flr.
Queen's Park, Toronto M7A 1E9
416-965-7825

The branch informs the public, client groups and the media about the Ministry's programs and activities. It establishes communications policy for the Ministry and advises its branches on communications planning. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, producing and distributing publications, news releases, audio-visual materials and directing advertising campaigns. Also, it provides assistance (e.g. consultation, publications, films, slide/tape programs, displays, etc.) to the public, municipalities and social agencies to explain Ministry programs.

FRENCH LANGUAGE SERVICES

COMSOC 3

Macdonald Block, Rm. M1-50
 Queen's Park, Toronto M7A 1E9
 16-965-9794

The French Language Services Coordinator implements within this Ministry the government's policy on French language services (the provision of such services to the Franco-Ontarian public).

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en œuvre de la politique du gouvernement en matière de services en langue française (service aux Franco-Ontariens en langue française).

LEGAL SERVICES BR

COMSOC 4

Leppburn Block, 3rd Flr.
 Queen's Park, Toronto M7A 1E9
 16-965-5147 & 416-965-5148

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Ministry of the Attorney General.

OPERATIONS DIVISION

OPERATIONS DIVISION, CHILDREN'S AND ADULTS' SERVICES

COMSOC 5

Leppburn Block, 6th Flr.
 Queen's Park, Toronto M7A 1E9
 16-965-7683

Headed by an Assistant Deputy Minister, the Operations Division is responsible for the delivery of all existing children's and adults' services programs within this Ministry. Operations services include all decentralized program delivery structures plus centralized operational support planning and control mechanisms. Decentralized service delivery will be undertaken through the Regional Directors and Area Managers in the Ministry's regional, area and local offices, and through all provincially run facilities (i.e., those for the mentally retarded, the training schools, and observation and detention homes for children). The functions of the Regional Directors and the area offices are described under the Regional Organization, Children's and Adults' Services entry (COMSOC 9).

FAMILY BENEFITS PROGRAM DECENTRALIZATION PROJECT

COMSOC 6

205 Yonge St., 7th Flr.
 Toronto M4S 2B2
 16-965-96831

This project coordinates the ongoing decentralization of the Family Benefits Program delivery function from the head office to the area offices.

OPERATIONAL SUPPORT BR

COMSOC

700 Bay St., 9th Flr.
Toronto M7A 1E9
416-965-4363

This branch provides operational and support services to the Assistant Deputy Minister of Operations, as well as support services to the Ministry's regional, area and local offices and municipally- and agency-delivered social service programs.

Operations responsibilities include program coordination and supervision of the region. Adoption Coordinator (965-2802) coordinates provincial, national and international adoption services, maintains the **Adoption Registry** and prepares the syndicated newspaper column, **Today's Child**, as an adoption aid (965-6559).

Support services include **financial assistance** to community-based community support programs. The community support programs include **debt** and **credit** counselling services, **family counselling** services, **homemakers** and **nursing** services, half-way houses for **alcoholics**, former **inmates** or ex-offenders and the socially disadvantaged, and support services for physically **disabled** adults in designated projects. For information and services relating to specific programs, contact the area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

PROGRAM INFORMATION SERVICE

COMSOC

Hepburn Block, 6th Flr.
Queen's Park, Toronto M7A 1E9
416-965-3111

This branch provides an internal conduit for quick responses to many important and contentious operations and policy issues which arise from questions in the Legislature, from the press and from other contacts within the Minister's, the Deputy Minister's and the Assistant Deputy Ministers' offices. Program Information answers information inquiries that cannot be transferred to the Regional or Area offices.

REGIONAL ORGANIZATION

COMSOC

CHILDREN'S AND ADULTS' OPERATIONS
REGIONAL, AREA AND LOCAL OFFICES

To ensure effective service delivery in all parts of the Province, the Ministry's responsibilities are designated under four regions (North, Southeast, Southwest and Central). While directorships for both children's and adults' services have been integrated in the North, Southeast and Southwestern regions, the Central Region will continue in the interim to function under separate Children's and Adults' Services Regional Directors; this is in recognition of the particular complexities of the Central Region and also to ensure that during the continued development of children's programs, there is a clearly identified focus for children (since the majority of head offices of agencies, professional and federated associations and interest groups are located in the Central Region). It is anticipated that the administration of the Central Region will eventually be changed to parallel the other three regions.

The Regional Directors provide general management (including resource allocation) and coordination for all Ministry-run and Ministry-funded programs within their four geographic areas. They carry out this responsibility by coordinating the activities of the area offices (which function separately as adults' services or children's services area offices).

the local offices for adults' services, the juvenile probation and aftercare field offices, and all provincially-run facilities (i.e., facilities for the mentally retarded, the training schools and observation and detention homes for children).

Programs that are delivered by the Adults' Services area and local offices include: Family Benefits, Vocational Rehabilitation Maintenance Allowances, Handicapped Children's Allowance, General Welfare Assistance, (administered by municipalities and Indian Band Councils or by the Province in unorganized territories), Work Incentives Programs for adults and the Senior Citizens' Program. These programs, along with the Soldiers' Aid Commission, are described in individual entries.

Programs that are delivered by the Children's Services area offices include: Child Welfare (Children's Aid Societies), Day Nurseries, Children's Institutions, Probation and Aftercare services for Children (Juvenile Corrections), Children's Mental Health Services, and Mental Retardation Community Programs for children. These programs are described in individual entries.

The functions of the mental retardation facilities (COMSOC 10) and the Juvenile Corrections Program which includes probation and aftercare offices, training schools and detention homes for children (COMSOC 11) are described in entries which follow. A list of the facilities and offices is part of the appropriate description.

The Ministry's regional, area and local offices are listed below.

CENTRAL REGION

*Regional Director,
Adults' Services*
110 Eglinton Ave. W., 3rd. Flr.
Toronto M4R 2C9
416-965-0112

*Regional Director,
Children's Services*
110 Eglinton Ave. W., 3rd Flr.
Toronto M4R 2C9
416-481-5156

Barrie Area Office, Adults'
70 Collier St.
Box 910
Barrie L4M 4Y6
705-737-1311
If long distance
dial 1-800-461-7551

Local Office, Adults'
168 Hurontario St.
Box 155
Collingwood L9Y 2M2
705-445-4461

Local Office, Adults'
265 First St.
Box 398
Midland L4R 3N8
705-526-3744

Local Office, Adults'
80 Colborne St. W.
Orillia L3V 2Y7
705-325-7408

Peel Local Office, Adults'
90 Dundas St. W., 2nd Flr.
Mississauga L5B 2T5
416-276-7670

Local Office, Adults'
70 First St., Ste 102
Orangeville L9W 2E5
519-941-5101
If long distance ask
operator for Zenith 66230

York Local Office, Adults'
251 Edward St.
Aurora L4G 3M7
416-727-3156

Toronto Area Office, Adults'
110 Eglinton Ave. W., 5th Flr.
Toronto M4R 2C9
416-965-8449
416-965-5103 (Senior Citizens)

Local Office, Adults'
110 Eglinton Ave. W., 4th Flr.
Toronto M4R 2C9
416-487-4392
416-965-5103 (Senior Citizens)
(Northwest)

Local Office, Adults'
252 Parliament St.
Toronto M5A 3A4
416-362-6111
416-965-5103 (Senior Citizens)
(Southeast)

Local Office, Adults'
1911 Eglinton Ave. E.
Toronto M1L 2L6
416-752-6625
416-965-5103 (Senior Citizens)
(Northeast)

Local Office, Adults'
121 Kennedy Ave., 2nd Flr.
Toronto M6S 2X8
416-763-3631
416-965-5103 (Senior Citizens)
(Southwest)

Area Office, Children's Services
110 Eglinton Ave. W.
Toronto M4R 2C9
416-481-5156 (Regional)
416-965-5340 (Area)
(Serves Toronto Area)

Area Office, Children's Services
70 Collier St. W.
4th & 5th Flr.
Barrie L4M 4Y6
705-737-1311
If long distance
dial 1-800-461-7551
(Peel, Dufferin, Simcoe, and York)

SOUTHWEST REGION

Regional Director
195 Dufferin Ave., 5th Flr.
London N6A 1K7
519-438-8344

Hamilton Area Office, Adults'
110 Main St. E., 40th Flr.
Hamilton L8N 3N9
416-526-9300

Local Office, Adults'
7 Charlotte St.
Brantford N3T 5W7
519-756-5790

Local Office, Adults'
5017 Victoria Ave.
Niagara Falls L2E 4C9
416-357-0363

Local Office, Adults'
345 Lakeshore Road E., Ste. 214
Oakville L6J 1J5
416-844-1221

Local Office, Adults'
110 James St.
Box 176
St. Catharines L2R 6S4
416-688-3022
If long distance ask
operator for Zenith 21370

Local Office, Adults'
266 Division St.
Welland L3B 4A4
416-735-6510

London Area Office, Adults'
495 Richmond St., 6th Flr.
London N6A 5A9
519-438-5111
If long distance
dial 1-800-265-4197

Local Office, Adults'
17 Rattenbury St.
P.O. Box 1150
Clinton N0M 1L0
519-482-3971

Local Office, Adults'
101 Union St.
Simcoe N3Y 2A6
519-426-9350

Local Office, Adults'
380 Hibernia
Stratford N5A 5W3
519-271-1530

Local Office, Adults'
306 Talbot St.
St. Thomas N5P 1B6
519-631-3032

Waterloo Office, Adults'
Waterloo Square
75 King St. S., 5th Flr.
Waterloo N2J 1P2
519-886-4700

Local Office, Adults'
150 Main St., 3rd. Flr.
Cambridge N1R 6P9
519-623-1230

Local Office, Adults'
15 Yarmouth St.
Guelph N1H 4G2
519-822-7500

Local Office, Adults'
945 3rd Ave. E.
Owen Sound N4K 5R4
519-376-1951
If long distance ask
operator for Zenith 21370

Local Office, Adults'
1 Victoria St.
Walkerton N0G 2V0
519-881-0977

Windsor Area Office, Adults'
250 Windsor Ave., 1st Flr.
Windsor N9A 6V9
519-254-1651
If long distance ask
operator for Zenith 21370

Local Office, Adults'
48 Fifth St.
Chatham N7M 4V8
519-352-5040

Local Office, Adults'
18 Selkirk Ave.
Leamington N8H 3B3
519-326-2511

Local Office, Adults'
546 Christina St. N.
Sarnia N7T 6R5
519-337-3246
If long distance ask
operator for Zenith 21370

Area Office, Children's Services
499 King St. E., 2nd Flr.
Hamilton L8N 1E1
416-525-6431
For toll-free number check the
blue pages of telephone directory
(Brant, Halton, Hamilton-Wentworth
& Niagara)

Area Office, Children's Services
195 Dufferin Ave.
London N6A 1K7
519-438-8344 (Regional)
519-438-8387 (Area)
For toll-free number check the
blue pages of telephone directory
(Elgin, Haldimand-Norfolk
Huron, Middlesex, Oxford & Perth)

Area Office, Children's Services

Waterloo Square

75 King St. S.

Waterloo N2J 1P2

519-886-4911

If long distance ask

operator for Zenith 37610

(Grey, Bruce, Waterloo, Wellington)

Area Office, Children's Services

250 Windsor Ave., 2nd Flr.

Windsor N9A 6V9

519-254-4375

For toll-free number check the

blue pages of telephone directory

(Essex, Lambton, Kent)

SOUTHEAST REGION

Regional Director

336 Alfred St.

Kingston K7L 3S5

613-547-2214

Kingston Area Office, Adults'

1055 Princess St., Ste. 103

Kingston K7L 5T3

613-547-3431

Local Office, Adults'

Hasting Centennial Manor

Box 99

Bancroft K0L 1C0

613-332-3410

If long distance ask

operator for Zenith 21370

Local Office, Adults'

14 Bridge St. W.

Box 816

Belleville K8N 3B5

613-962-9562

If long distance ask

operator for Zenith 21370

Local Office, Adults'

97 Thomas St. E.

Napanee K7R 1L1

613-354-9447

If long distance ask

operator for Zenith 21370

Ottawa Area Office, Adults'

2197 Riverside Dr.

Pebb Bldg., Ste. 201

Ottawa K1H 7X3

613-737-5520

Local Office, Adults'

28 Main St. N.

Box 520

Alexandria K0C 1A0

613-525-3524

If long distance ask

operator for Zenith 35500

Local Office, Adults'

Opeongo Line, 2nd Flr.

Barry's Bay K0J 1B0

613-756-3506

If long distance ask

operator for Zenith 21370

Local Office, Adults'

51 King St. E.

Brockville K6V 1A7

613-345-1200

If long distance

dial 1-800-267-0834

Local Office, Adults'

St. Isidore Rd.

Box 309

Casselman K0A 1M0

613-764-3115

Local Office, Adults'

132 Second St. E.

Box 1358

Cornwall K6H 5V4

613-932-3381

If long distance ask

operator for Zenith 35500

Local Office, Adults'

21 Nelson St.

Box 188

Hawkesbury K6A 1L4

613-632-8788

If long distance ask

operator for Zenith 35500

Local Office, Adults'

Old High School

Ottawa St.

Morrisburg K0C 1X0

613-543-2811

If long distance ask

operator for Zenith 21370

Local Office, Adults'

169 William St.

Pembroke K8A 1N7

613-732-2631

Local Office, Adults'

Box 37

Perth K7H 3E7

613-267-4200

Local Office, Adults'

315 Raglan St. S.

Renfrew K7V 1R6

613-432-4886

If long distance ask

operator for Zenith 21370

Peterborough Area Office, Adults'

277 George St. N., Ste. 104B

Peterborough K9J 3G9

705-748-5883

If long distance ask

operator for Zenith 21370

Local Office, Adults'

322 Kent St. W.

Box 7000

Lindsay K9V 5E5

705-324-6128

If long distance ask

operator for Zenith 49740

Local Office, Adults'

11 Simcoe St. N., 2nd Flr.

Oshawa L1G 4R7

416-576-9001

If long distance ask

operator for Zenith 49740

Local Office, Adults'

139 George St. N.

Peterborough K9J 3G6

705-742-9292

If long distance ask

operator for Zenith 49740

Local Office, Adults'

38 Walton St., Ste. 4

Port Hope L1A 1N1

416-885-6386

If long distance check

blue pages of telephone directory

Area Office, Children's Services

336 Alfred St.

Kingston K7L 3S5

613-549-6461

Area Office, Children's Services

1055 Princess St., Ste. 305

Kingston K7L 5T3

613-547-3450

For toll-free number check the

blue pages of telephone directory

(Dundas, Glengarry, Leeds & Grenville,

Lanark, Ottawa-Carleton, Stormont,

Renfrew, Prescott & Russell, Frontenac,

Hastings, Lennox & Addington,

Prince Edward)

Area Office, Children's Services

2197 Riverside Dr., Ste. 705

Ottawa K1H 7X3

613-523-7466

If long distance

dial 1-800-268-7507

Area Office, Children's Services

263 1/2 George St. N.

Peterborough K9J 3G6

705-743-1624

If long distance ask

operator for Zenith 37610

(Durham, Haliburton, Northumberland,

Peterborough & Victoria)

NORTH REGION

Regional Director

473 Queen St. E., 2nd Flr.

Sault Ste. Marie P6A 1Z5

705-949-8052

Sudbury Area Office, Adults'

111 Larch St., Ste. 801

Sudbury P3E 4T5

705-675-4541

If long distance ask

operator for Zenith 35500

Local Office, Adults'

Courthouse, 3 Dominion St.

Box 838

Bracebridge P0B 1C0

705-645-2991

If long distance ask

operator for Zenith 21370

Local Office, Adults'

4 Michigan Ave.

Blind River P0R 1B0

705-356-2263

If long distance ask

operator for Zenith 21370

Local Office, Adults'

14 Young St.

Chapleau P0M 1Z0

705-864-0429

Local Office, Adults'

9 Ontario Ave.

Elliot Lake P5A 1M7

705-848-7153

Local Office, Adults'

Espanola Mall, Hwy. 68

Espanola P0P 1C0

705-869-1532

Local Office, Adults'

Meredith/Eleanor Sts.

Gore Bay, Manitoulin Is. P0P 1Z0

705-282-2288

Local Office, Adults'

222 McIntyre St. W., Ste. 408

North Bay P1B 2Y8

705-474-3540

If long distance ask

operator for Zenith 35500

Local Office, Adults'

76 Church St.

Parry Sound P2A 1Z1

705-746-2717

If long distance ask

operator for Zenith 21370

Local Office, Adults'

123 March St., Ste. 304

Box 68

Sault Ste. Marie P6A 2Z5

705-256-5666

If long distance ask

operator for Zenith 21370

Local Office, Adults'

Hwy. 11, Toronto Ave. N.

Box 161

South River P0A 1X0

705-386-2571

If long distance ask

operator for Zenith 35500

Local Office, Adults'

53A William St., 3rd Flr.

Box 1120

Sturgeon Falls

705-753-1611

If long distance ask

operator for Zenith 35500

Local Office, Adults'
54 Broadway Ave., Ste. 4
Wawa P0S 1K0
705-856-2303
If long distance ask
operator for Zenith 21370

Thunder Bay Area Office, Adults'
710 Victoria Ave.
Thunder Bay P7C 1P7
807-475-1300
If long distance ask
operator for Zenith 21370

Local Office, Adults'
475 Government Rd.
Box 3000
Dryden P8N 2P6
807-223-2241

Local Office, Adults'
338 Scott St.
Box 760
Fort Frances P6A 1G9
807-274-9846

Local Office, Adults'
1405 Main St., Box 1029
Geraldton P0T 1M0
807-854-1840
If long distance ask
operator for Zenith 21370

Local Office, Adults'
104 Government Rd., Box 429
Keewatin P0X 1C0
807-547-2801
If long distance ask
operator for Zenith 21370

Local Office, Adults'
Ontario Government Bldg.
Box 827
Red Lake P0V 2M0
807-727-2174

Local Office, Adults'
110 Front St., Box 338
Sioux Lookout P0V 2T0
807-737-3813

Timmins Area Office, Adults'
11 Elm St. N.
Timmins P4N 6A3
705-267-7901

Local Office, Adults'
241 Eighth St., Box 310
Cochrane P0L 1C0
705-272-4846

Local Office, Adults'
1405 Edward St.
Hearst P0L 1N0
705-362-4238

Local Office, Adults'
22 Byng Ave., Box 44
Kapuskasing P5N 1W4
705-335-6108

Local Office, Adults'
8 Hudson Bay Ave., Box 398
Kirkland Lake P2N 3J1
705-567-3391
If long distance ask
operator for Zenith 21370

Local Office, Adults'
First St., Box 160
Moosonee P0L 1Y0
705-336-2984

Local Office, Adults'
310 Whitewood Ave., Box 2260
New Liskeard P0J 1P0
705-647-7447

Local Office, Adults'
11 Elm St. N.
Timmins P4N 6A3
705-267-7901

Area Office, Children's Services
473 Queen St. E.
Sault Ste. Marie P6A 1Z5
705-949-8052

Area Office, Children's Services

11 Elm St. N.

Timmins P4N 6A3

705-267-7901

(Cochrane & Timiskaming)

Area Office, Children's Services

111 Larch St., Ste. 801

Sudbury P3E 4T5

705-675-4544

If long distance ask

operator for Zenith 37610

(Algoma, Manitoulin, Muskoka,

Nipissing, Parry Sound &

Sudbury)

Area Office, Children's Services

710 Victoria Ave., Ste. 301

Thunder Bay P7C 5P7

807-475-1345

If long distance ask

operator for Zenith 21370

(Kenora, Rainy River,

Thunder Bay)

REGIONAL ORGANIZATION

CHILDREN'S AND ADULTS' OPERATIONS

MENTAL RETARDATION FACILITIES

COMSOC 10

The Ministry delivers treatment and training programs and services to the developmentally handicapped through 17 government-operated and 10 local community-board operated **mental retardation** facilities. The mental retardation facilities fall under regional jurisdiction. The facilities which are owned and operated by the Ministry are listed below:

CENTRAL REGION

Adult Occupational Centre

Edgar

P.O. Box 12000

Barrie L4M 4W3

705-728-6910

Pine Ridge

P.O. Box 130

Aurora L4G 3H3

416-364-6269

Huron Regional Centre

P.O. Box 1000

Orillia L3V 6L2

705-326-7361

Surrey Place Centre

2 Surrey Place

Toronto M5S 2C2

416-925-5141

NORTHERN REGION

Muskoka Centre

P.O. Box 280

Gravenhurst P0C 1G0

705-687-2201

Northwestern Regional Centre

580 Algoma St. N.

P.O. Box 3270

Thunder Bay P7B 5G4

807-345-0576

SOUTHEASTERN REGION

St. Lawrence Regional Centre

P.O. Box 386

Brockville K6V 5V6

613-345-3552

D'Arcy Place

700 D'Arcy Street

P.O. Box 110

Cobourg K9A 4L5

416-372-3341

Prince Edward Heights
P.O. Box 440
Pictou K0K 2T0
613-476-2104

Rideau Regional Centre
P.O. Box 2000
Smiths Falls K7A 4T7
613-283-5533

*Durham Centre for the
Developmentally Handicapped*
P.O. Box 613
Whitby L1N 5S9
416-668-7745

SOUTHWESTERN REGION

Oxford Regional Centre
P.O. Box 310
Woodstock N4S 7X9
519-539-1251

*Southwestern Regional Centre
Cedar Springs*
P.O. Box 1000
Blenheim N0P 1A0
519-676-5431

Bluewater Centre
P.O. Box 71
Goderich N7A 3Y8
519-524-7331

*Children's Psychiatric Research
Institute (C.P.R.I.)*
P.O. Box 2460
Terminal A
London N6A 4G6
519-471-2540

Midwestern Regional Centre
P.O. Box 400
Palmerston N0G 2P0
519-343-2015

*St. Thomas Adult Rehabilitation
and Training Centre (START)*
P.O. Box 2025
St. Thomas N5P 3X1
519-633-4081

REGIONAL ORGANIZATION

COMSOC 11

JUVENILE CORRECTIONS PROGRAM TRAINING SCHOOLS, OBSERVATION & DETENTION HOMES PROBATION & AFTERCARE OFFICES

The Juvenile Corrections Program provides observation and detention services (in observation and detention **homes**) for juveniles awaiting court disposition. Supervises juveniles placed on **probation** by family court judges. Operates residential training **schools** for delinquent children or youth. Operates residential training schools for children or youth adjudicated delinquent by a family court judge. Through aftercare services, supervises wards graduated from training schools and placed in community programs.

Services and Information concerning the Juvenile Corrections Program are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 9) or through the institutions listed below.

Training schools, observation and detention homes, probation and aftercare offices and the children's mental health centre, **Thistletown Regional Centre** (416-741-1210), are listed below.

TRAINING SCHOOLS

Brookside Training School
Box 169
Cobourg K9A 4K6
416-372-5451

Syl-Apps Youth Centre (Training School)
Box 9100
Oakville L6J 5E8
416-844-4110

Sprucedale Training School
Box 606
Simcoe N3Y 4L8
519-426-3561

Cecil Facer Training School
Box 850
Sudbury P3E 4S3
705-522-1250

St. John's Training School (Private Training School)
R.R. No. 2
Box 5000
Uxbridge L0C 1K0
416-364-0556

OBSERVATION & DETENTION HOMES

Amherstburg Observation Home
Pike Road R.R. #1
Amherstburg M9V 2Y7
519-736-6401

Morton House
67 Burton Ave.
Barrie L4N 2R5
705-737-2441

Hastings County Family and Children's Services Observation and Detention Home
P. O. Box 186
311 Front St.
Belleville K8N 5A2
613-968-6759

White Oaks Observation & Detention Home and Children's Psychiatric Hospital
Box 1251
White Oaks Village
Hagersville N0A 1H0
416-768-3377 (Hospital)
416-587-2010 (Home)

Arrell Observation Home for Children
1051 Upper James St.
Hamilton L9C 3A6
416-385-5341

Juvenile Detention Centre
1670 Oxford St. E.
London M5V 3G2
519-453-7070

Observation & Detention House
475 Iroquois Shore Rd.
Oakville L9J 5E8
416-844-4110

Juvenile Observation and Detention Home
1145 Bronson Place
Ottawa K1S 4H4
613-566-3970

Children's Mental Health Centre Thistletown Regional Centre
51 Panorama Court
Rexdale N9V 4L8
416-741-1210

Observation and Detention Home
139 Pim St.
Sault Ste. Marie P6A 3G9
705-256-5987

Observation and Detention Home
354 George St.
Toronto M5A 2N3
416-923-6051

Yorklea I
67 Everett Cres.
Toronto M4C 4P4
416-425-5770

Yorklea IV
207-207A Roxton Rd.
Toronto M6J 2Y4
416-534-7783

JUVENILE PROBATION & AFTERCARE

3428 Sheppard Ave. E., Ste. 201
Agincourt M1T 3K4
416-292-2800

50 Commercial Ave., Ste. 9
Ajax L1S 2H5
416-683-1250

70 Collier St.
Barrie L4M 1G7
705-737-3801

14 Bridge St. W., 2nd Flr.
Box 816
Belleville K8N 5B5
613-966-4302

274 Manitoba Ave.
Box 63
Bracebridge P0B 1C0
705-645-4411

20 Nelson St. W.
Ste. 201 and 203
Brampton L6X 2M5
416-456-3430

100 Wellington Sq.
City Hall, 2nd Flr.
Brantford N3T 2M3
519-752-6505

51 King St. E.
Brockville K6V 1A8
613-342-4033

440 Elizabeth St.
Burlington L7R 2M1
416-639-5371

150 Main St.
The Mall, 3rd Flr.
Cambridge N1R 1W4
519-623-7271 (Probation)

Box 460
Munsey St.
Court House
Cayuga N0A 1E0
416-772-5303

48 Fifth St., 2nd Flr.
Chatham N7M 5W3
519-352-1115

14 Yonge St.
Chapleau P0M 1K0
705-864-0429

Brookside School
390 King St. E.
Box 159
Cobourg K9A 4K6
416-372-5451

Box 1119
Cochrane P0L 1C0
705-272-4348

168 Hurontario St., Box 155
Collingwood L9Y 3Z5
705-445-3301

502 Pitt St.
Cornwall K6J 3R5
613-938-1581

479 Government Rd.
Ontario Govt. Bldg., 2nd Flr.
Box 3000
Dryden P8N 3B3
807-223-3321

15 Huron Lodge
9 Ontario Ave.
Elliot Lake P5A 2K3
705-848-7153

71 Centre St.
Box 1090

Espanola P0P 1C0
705-869-2601

336 Scott St.
Box 248

Fort Frances P9A 1G9
807-274-3208

1405 Main St.
Box 1029

Geraldton P0T 1M0
807-854-0777

The Court House
Goderich N7A 1M6
519-524-6282

P.O. Box 691
Guelph N1H 6L3
519-836-1840

Court House
Box 624
Haileybury P0J 1K0
705-672-3397

499 King St. E., 2nd Flr.
St. John's Place
Hamilton L8N 1E1
416-525-1765

1139 Edward St.
Box 806
Hearst P0L 1N0
705-362-5145

46 Queen St.
Box 295
Kapuskasing P5N 1H2
705-335-8573

20 Main St. S., 2nd Flr.
Kenora P9N 1S7
807-468-9881

166 Queen St.
Kingston K7K 1B1
613-547-3424

8 Hudson Bay Ave.,
Kirkland Lake P2N 2H7
705-567-5297

1190 King St. E.
Kitchener N2G 2N4
519-744-6571

322 Kent St. W.
Box 7000
Lindsay K9V 5E5
705-324-6128

80 Dundas St. Court House &
Registry Office
Terminal 'A', Box 5600
London N6A 2P3
519-679-7220

303 Midland Ave.
Midland L4R 4N9
705-526-3715

491 Steeles Ave. E.
Milton L9T 1Y7
416-878-0302

90 Dundas St. W., 2nd Flr.
Mississauga L5B 1H4
416-276-7670

P.O. Box 336
Moosonee P0L 1Y0
705-336-2780

713 Davis Drive
Newmarket L3Y 2R3
416-895-1800

4627 St. Clair Ave.
Box 201
Niagara Falls L2E 6T3
416-356-1776

222 McIntyre St. W., Ste. 310
North Bay P1B 2Y8
705-474-4616

Court House
51 Zina St.
Orangeville L9W 1E5
519-941-1530

460 Main St.
Box 309
L'Orignal
613-675-4630

80 Colborne St. W.
Orillia L3V 2Y7
705-325-7408

650 King St. E.
Ste. 204/206
Oshawa L1H 1G5
416-723-1119

900 Lady Ellen Place
Ottawa K1Z 5L5
613-722-3494 (East)
613-722-6507 (West)

945 Third Ave. E., Ste. 30
P.O. Box 697
Owen Sound N4K 5R4
519-376-1951

3 Beechwood Drive
Parry Sound P2A 1J2
705-746-5809

124 Pembroke St. W.
Box 275
Pembroke K8A 6X3
613-735-0608

County Court House
Peterborough K9H 3M3
705-743-4206

110 James St., 5th Flr.
P.O. Box 176
St. Catharines L2R 6S4
416-685-4897

145 Curtis St.
Provincial Court
P.O. Box 277
St. Thomas N5P 3T9
519-631-3430

242 Indian Road S.
Ste. 206S
Sarnia N7T 3W4
519-337-3757

123 March St., 5th Flr.
P.O. Box 353
Sault Ste. Marie P6A 5L8
705-949-0551

2500 Lawrence Ave. E., 2nd Flr.
Scarborough M1P 2R7
416-750-3387

Court House
No. 3 Highway E.
Box 605
Simcoe N3Y 4N4
519-428-0380

13 Russell St. E.
Smiths Falls K7A 1E7
613-283-5663

100 Erie St.
Stratford N5A 2M4
519-271-5220

Ontario Government Bldg.
199 Larch St.
Sudbury P3E 5P9
705-675-4241

710 Victoria Ave., 3rd Flr.
Thunder Bay P7C 5P7
807-475-1485

38 Pine St. N., Ste. 129
Timmins P4N 6K6
705-267-7965

121 Kennedy Ave., 3rd Flr.
Toronto M6S 2X8
416-762-7381

194 Gerrard St. E.
Main Flr.
Toronto M5A 3T4
416-965-9948

900 Dufferin St., Ste. 209
Toronto M6H 4B1
416-965-5177

2032 Gerrard St., E.
Toronto M4E 2B1
416-965-2295

2265 Keele St., Ste. 1
Toronto M6M 3Z7
416-248-3055

311 Jarvis St.
Toronto M5B 2C4
416-963-0664

11 Victoria St. N.
P.O. Box 1058
Walkerton N0G 2V0
519-881-0977

250 Windsor Ave., 2nd Flr.
Windsor N9A 6V9
519-252-2759

INCOME MAINTENANCE PROGRAM

COMSOC 12

2195 Yonge St.
Toronto M4S 2B2
416-965-5142

The Income Maintenance Program ensures a responsive and controlled system of financial assistance enabling persons in need to obtain a basic level of economic well-being and an opportunity for self-development and independence. Income Maintenance programs include Family Benefits, Vocational Rehabilitation Maintenance Allowances, the Handicapped Children's Program, General Welfare Assistance, Work Incentive Programs and the Soldiers' Aid Commission. These programs are described individually in the entries that follow. All income maintenance programs (except General Welfare Assistance) are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

FAMILY BENEFITS (INCOME MAINTENANCE PROGRAM)

COMSOC 13

2195 Yonge St.
Toronto M4S 2B2

The Family Benefits Program provides **financial assistance** to persons who are in need for a prolonged period of time. It is intended for **mothers** raising children alone, the handicapped or **disabled persons**, the **blind**, permanently **unemployable** fathers or single persons, foster **children** and qualified elderly **women** over 60. If need is shown, a **monthly allowance** and other benefits (**health insurance**, prescribed **drugs**, **dental** care, eyeglasses, hearing aids) are provided. The allowance for the **disabled** and the blind is also known as **GAINS-D** (Guaranteed Annual Income System, Disabled). To apply for family benefits contact the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

GENERAL WELFARE ASSISTANCE
(INCOME MAINTENANCE PROGRAM)

COMSOC 14

2195 Yonge St.
Toronto M4S 2B2

The General Welfare Assistance (GWA) Program provides short-term **financial assistance** to help pay for necessities when a person suffers loss of income. GWA is administered by municipalities and Indian Band Councils or by the Province in unorganized territories. GWA has four kinds of financial assistance based on need. General Assistance (**welfare**) provides for ordinary living expenses. Special Assistance provides for extraordinary living expenses, e.g. prescribed **drugs**, **dental** care, **prosthetics** (including eyeglasses, hearing aids) and for **burials**. Supplementary Aid is issued for extraordinary living expenses (as above) to recipients of Family Benefits, Old Age Security, Spouse's Allowance, GAINS-A (senior citizens), GAINS-D (blind and disabled). **Incentive Allowances** are paid to those under a work activity project. To apply for general welfare assistance, contact municipal welfare offices and Indian Band Councils. In unorganized territories contact the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

HANDICAPPED CHILDREN'S PROGRAM
(INCOME MAINTENANCE PROGRAM)

COMSOC 15

2195 Yonge St.
Toronto M4S 2B2

The Handicapped Children's Program provides a special allowance of up to \$225 per month to eligible families caring for severely **disabled children** in their own homes. Services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

SOLDIERS' AID COMMISSION
(INCOME MAINTENANCE PROGRAM)

COMSOC 16

2195 Yonge St.
Toronto M4S 2B2
16-965-4891

The Soldiers' Aid Commission provides emergency **welfare** assistance to eligible war **veterans** and/or their dependents who are in need. Administers trust funds accruing from requests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

VOCATIONAL REHABILITATION
MAINTENANCE
(INCOME MAINTENANCE PROGRAM)

COMSOC 17

2195 Yonge St.
Toronto M4S 2B2
16-965-4891

The Vocational Rehabilitation Maintenance Allowances Program is designed to provide **financial assistance** as a monthly income to **disabled** persons who are enrolled in a training program and are receiving services from the **Vocational Rehabilitation** Program. The Vocational Rehabilitation Program is described under the Employment Programs entry (COMSOC 20). Services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

WORK INCENTIVE PROGRAM
(INCOME MAINTENANCE PROGRAM)
2195 Yonge St.
Toronto M4S 2B2

COMSOC 18

The Work Incentive Program provides a cash allowance for **disabled** and permanently **unemployable** people and for sole-support **mothers** for a period of 24 months and other regular fringe benefits for 27 months to eligible Family Benefits recipients who return to full-time employment. To apply for work incentives, Family Benefits recipients should contact their fieldworker at the appropriate adults' services area or local office listed under this Ministry's Regional Organization entry (COMSOC 9).

SOCIAL SERVICES PROGRAMS

COMSOC 19

The social services programs which are administered through the Ministry's regional, area and local offices include employment programs, mental retardation programs and the senior citizens' program. Each program is described individually under the entries that follow. For information on a specific program, contact the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

EMPLOYMENT PROGRAMS
(SOCIAL SERVICES PROGRAM)

COMSOC 20

Employment Programs include the delivery of **vocational rehabilitation** services, as well as **financial assistance** and program support for rehabilitation workshops and work activity projects which are administered by local organizations. **Vocational Rehabilitation Services** aims to develop or restore the work capacity of the physically or **mentally handicapped**. Assesses disabled person's abilities and limitations, **counsels** the person through the rehabilitation process, assists the person to gain **employment** and provides restorative assistance (e.g. **prosthetics**) needed to restore useful physical functioning. These services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

MENTAL RETARDATION PROGRAMS, ADULTS'
(SOCIAL SERVICES PROGRAM)

COMSOC 2

Mental Retardation Programs provide **financial assistance** and program support for community-based programs designed to meet the needs of **mentally retarded** adults in the areas of accommodation, **employment** and training, adult protective services (to enable mentally retarded adults to become self-sufficient in a community setting) and special support projects. Services are directly administered by local associations for the mentally retarded. A Mental Retardation Coordinator works in each area office serving as link between the Province and community groups in identifying and planning services for mentally retarded adults. These services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 9).

SENIOR CITIZENS' PROGRAM
(SOCIAL SERVICES PROGRAM)

COMSOC 2

Senior Citizens' Program provides consultation and operating subsidies (**grants**) to **home for the aged**, residential and extended **health** care and social services in cooperation with municipalities, public and private groups. Assists in community outreach programs such

as Home Support, Elderly Persons Centres, Senior Volunteers in Service, Link Skills and Retirement Planning.

Homes for the aged are operated by municipalities under the Homes for the Aged Act and Rest Homes Act and by approved charitable corporations under the Charitable Institutions Act. The homes provide residential or extended care or both services to senior citizens in a setting that includes planned activities and opportunities for self-enrichment.

Senior Citizens' Program services are delivered through the adults' services area and local offices listed under this Ministry's Regional Operations entry (COMSOC 9). The general inquiry number for the area office and all local offices in Metro Toronto is 965-5103.

CHILD WELFARE PROGRAM

COMSOC 23

The Child Welfare Program funds, inspects and supervises Children's Aid Societies. **Children's Aid Societies (CAS)** develop programs and provide services to strengthen family life, protect children and prevent circumstances likely to lead to child abuse or neglect. They provide foster and group home parents or institutional care for children assigned or committed to their care; counsel unmarried **mothers** and their children; place children for **adoption** and provide follow-up **counselling** to help **families** adjust to adoption. Private adoptions require the services of a lawyer. For information on the Child Welfare Program, contact the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 9).

DAY NURSERIES PROGRAM

COMSOC 24

The Day Nurseries Program supervises and issues **licences** to nursery schools, **day care** centres and private home day care agencies. Provides information and consultation to provincial associations and groups regarding development of programs, staffing and legislation, and special day care programs (e.g. for native peoples, handicapped, etc.). Provides **financial assistance** to **municipalities**, approved groups which are incorporated, and **Indian Band Councils** to establish day nurseries, and to municipalities to provide financial assistance to eligible individuals seeking day care. Maintains **statistics** on day nurseries. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 9).

INSTITUTIONS, CHILDREN'S SERVICES

COMSOC 25

Under the **Children's Institutions Act** and the **Charitable Institutions Act**, the division may provide charitable organizations and social agencies with capital and operating **grants** and **subsidies**; also, supervision and consultation to **homes** for unmarried **mothers** and homes for children and youth (juveniles) whose parents are facing family crises, who are **emotionally disturbed**, delinquent, or abusing the use of **drugs**, or who need help to live independently in the community. Under the **Children's Residential Services Act** the division establishes standards in all children's residential care programs and issues **licences** to individuals or groups operating **group homes** for three or more **children**. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 9).

MENTAL HEALTH SERVICES, CHILDREN

COMSOC 26

Mental Health Services, under the **Children's Mental Health Services Act**, authorizes the establishment, funding, issuing of **licences**, and setting of standards of children's mental

health services serving **emotionally disturbed children** and youth. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 9).

COMMUNITY MENTAL RETARDATION PROGRAM, CHILDREN

COMSOC 27

Community Mental Retardation Program, Children provides funding and consultation to agencies offering residential services, foster care, and a variety of community support programs to developmentally handicapped (**retarded**) **children** and their families. Community support programs include infant stimulation, behaviour training, respite care, family service workers, and services for developmentally handicapped children who have special needs (hearing or visually impaired, emotional disturbance, etc.). Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 9).

POLICY AND PROGRAM DEVELOPMENT DIVISION

POLICY AND PROGRAM DEVELOPMENT DIVISION

COMSOC 28

Hepburn Block, 6th Flr.
Queen's Park, Toronto M7A 1E9
416-965-4914

Headed by an Associate Deputy Minister, the Policy and Program Development Division brings together the policy development and related functions from throughout the Ministry. In addition, some other key activities are being set up to ensure that the division supports the Ministry and the community in the development, rationalization and harmonization of social services and income maintenance policy. The organizational sections in this division are Policy Development (Adults'), Policy Development (Children's), and Policy Management which includes Corporate Planning, Policy Services and Program Evaluation, Standards Development, and Policy Coordination. These sections are described individually in the entries that follow.

ADULTS' POLICY DEVELOPMENT

COMSOC 29

Hepburn Block, 3rd Flr.
Queen's Park, Toronto M7A 1E9
416-965-9505

Headed by an Executive Coordinator, this section provides a focus for policy development in the area of adults' services, specifically in relation to the aged, families, the disabled and the mentally retarded. With the general objective of supporting the Ministry and the community in the development, rationalization and harmonization of social services and income maintenance policy, some of its activities include: working with other ministries, the federal and local governments and the voluntary sector; clarifying role and responsibilities of governments and non-government sectors; developing policies relating to intergovernmental aspects of social service funding; continually reviewing social services legislation. These activities will be undertaken on a project basis.

CHILDREN'S POLICY DEVELOPMENT

COMSOC 30

Hepburn Block, 3rd Flr.
 Queen's Park, Toronto M7A 1E9
 416-965-6231/ 6237

Headed by an Executive Coordinator, this section provides a focus for policy development in the area of children's services. The section analyzes the broad policy issues affecting children's services. It defines and delineates policy; develops policy priorities; may be involved in developing and evaluating demonstration projects; coordinates major prevention **research** projects and provides research **grants** for prevention and **children's mental health** projects. Under the Ministry's decentralization program the section is involved with the planning and development of local **Children's Services Committees** which will gradually assume responsibility for local children's services. With the introduction of the Young Offenders Act (federal), the section provides the staff resources for the lead Ministry responsibility for the provincial implementation of the federal legislation.

POLICY MANAGEMENT**POLICY SERVICES AND PROGRAM EVALUATION BR**

COMSOC 31

Hepburn Block, 3rd Flr.
 Queen's Park, Toronto M7A 1E9
 416-965-0108

The **Policy Services Section** (965-4523) provides quick accurate responses, consistent with existing government and Ministry policies, to program administrative or political issues, through furnishing expert professional and/or technical advice to senior Ministry officials, to Ministry field staff and to other head office units, branches and divisions. The section also fulfills a liaison function, especially in regard to complex policy and program development matters, with other ministries, other governments and constituency groups. Policy Services also develops, refines and clarifies short-term operational policy positions (965-0108 and 965-4523).

Within this section, the following provide specialized consultation and advice on policy matters: Senior Consultant, Handicapped (965-5106), Senior Consultant, Gerontology (965-5106), Consultant, Native Affairs (965-4523), and Provincial Coordinator for Vocational Rehabilitation (965-0108).

The **Program Evaluation and Research Section** (965-9884) is the primary locus for **research** and program evaluation activities in the Ministry. In order to provide support and program development, technical consultation, research and evaluation design, funding and project management services are available to both the Policy and Operations Division. In addition, program evaluation consultation is available to Ministry field offices and facilities.

The section administers three sources of research, demonstration and evaluation funding: Research and Demonstration **Grants**, Children's Research **Provincial Lottery** funds and funds for purchase of research and evaluation studies (965-9884).

STANDARDS DEVELOPMENT UNIT

COMSOC 32

Hepburn Block, 4th Flr.
Queen's Park, Toronto M7A 1E9
416-965-2376

The Standards Development Unit will be responsible for setting and maintaining standards which relate to all program areas. The standards setting function includes conducting assessments of current practices and standards of service and care and establishing reasonable standards which can be implemented within the Ministry's budget. The unit will also monitor the Ministry's compliance with these standards, and, ultimately, seek ways of reducing their numbers.

POLICY COORDINATION UNIT

COMSOC 33

Hepburn Block, 4th Flr.
Queen's Park, Toronto M7A 1E9
416-965-4523

The Policy Coordination Unit provides a support function to the Minister, Deputy Minister, senior management, and the Policy and Program Development Division as liaison with Cabinet Committee and Cabinet Offices, other ministries, and other levels of government. The unit is responsible for the coordination of the Ministry's position on policy issues and the development of briefing material for the Minister and Deputy Minister prior to weekly Cabinet and Cabinet Committee meetings. In addition, the unit functions as a central registry of information on the status of policy issues, and has head office responsibility for the **Sole-Support Mothers' Project**.

CORPORATE PLANNING UNIT

COMSOC 34

Hepburn Block, 6th Flr.
Queen's Park, Toronto M7A 1E9
416-965-5217

The task of the Corporate Planning Unit is to stimulate and support long term senior management planning towards the Ministry's future. The unit also operates a computerized management information and control system in regard to ongoing policy and program development projects.

FINANCE AND ADMINISTRATION DIVISION

FINANCE AND ADMINISTRATION DIVISION

COMSOC 35

Hepburn Block, 6th Flr.
Queen's Park, Toronto M7A 1E9
416-965-9137

Headed by an Assistant Deputy Minister, this division provides corporate support to the senior management group through branches and units that perform their functions centrally.

AFFIRMATIVE ACTION PROGRAM

COMSOC 36

Hepburn Block, 7th Flr.
Queen's Park, Toronto M7A 1E9
416-963-1976/7

The Affirmative Action Program Manager develops and coordinates the Affirmative A

tion Program within this Ministry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

HUMAN RESOURCE MANAGEMENT SYSTEMS BR

COMSOC 37

1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-6211

The Human Resource Management Systems Branch develops policy, process and strategy in staff training and development and performance systems, and provides a consultative and advisory service across the Ministry. It coordinates implementation of human resource development services and its staff of trainers and human resource specialists are available to work with managers throughout the province. The future development of manpower planning systems is the responsibility of the branch and will follow the consolidation of present systems.

PERSONNEL BR

COMSOC 38

Hepburn Block, 5th Flr.
Queen's Park, Toronto M7A 1E9
416-965-7991

Personnel Branch works mainly in an advisory capacity with line managers in the regional offices who have primary responsibility for personnel matters within their regions. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Branch coordinates the Ministry's **youth employment** program and provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The branch is assisted by the Capital and Administrative Services Branch which maintains a Records Registry of personnel, payroll and employee benefits records. Training and Educational Assistance is now the responsibility of the Human Resource Management Systems Branch (965-6211).

MANAGEMENT INFORMATION AND SYSTEMS BR

COMSOC 39

80 Bay St., 6th Flr.
Toronto M7A 1E9
416-965-3613

The branch provides overall systems management and information support to the Ministry. The branch is responsible for systems development and maintenance functions, and the functions of Management Information Support Unit formerly under Children's Services Division, Adults Division and Policy Division. The branch in addition provides common data and reporting processes and major systems planning for the Ministry.

FINANCE

COMSOC 40

Hepburn Block, 80 Grosvenor St., 5th Flr.
Queen's Park, Toronto M7A 1E9
416-965-1181

Reporting to the Assistant Deputy Minister, Finance and Administration, the Executive

Director of Finance is responsible for the financial administration, financial planning and analysis for the Ministry.

ACCOUNTS BR

COMSOC 41

Hepburn Block, 5th Flr.
Queen's Park, Toronto M7A 1E9
416-965-2371

Accounts Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

CAPITAL AND ADMINISTRATIVE SERVICES BR

COMSOC 42

Hepburn Block, 7th Flr.
Queen's Park, Toronto M7A 1E9
416-965-5006

The branch provides technical expertise and consultative services to municipalities, Indian Band Councils and non-profit or charitable organizations that want to establish facilities for **rehabilitation**, residential, and **community and social services** under various Acts administered by the Ministry. Financial Section (965-9160) controls, processes and records **federal-provincial** transfer payments to municipalities, Indian Band Councils and charitable organizations for the establishment and renovation of facilities and maintain **statistics** on these facilities. The branch is responsible for the Ministry's fire safety program.

The branch operates the Ministry **library** (965-2300) which, in turn, operates the Ministry **reading room**. The reading room provides public access to all Ministry publications, statutes and regulations, and most of its manuals and internal procedures. The branch also maintains the personnel Records Registry (965-0414) and supplies the Ministry with administrative services. These include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephone acquisition and design of office accommodation and purchasing of commonly used supplies.

FEDERAL-PROVINCIAL COST-SHARING

COMSOC

Hepburn Block, 7th Flr.
Queen's Park, Toronto M7A 1E9
416-965-4765

The Federal-Provincial Cost-Sharing Senior Advisor, advises officials of this Ministry and others, such as those of the Ministry of Treasury and Economics, heads of social service agencies, etc. on these **federal-provincial** agreements: **Canada Assistance Plan, Vocational Rehabilitation of Disabled Persons, Established Programs Financing and Agreement Respecting Young Offenders.**

FINANCIAL ADVISORY SERVICES SECTION

880 Bay St., 7th Flr.

Toronto M7A 1E9

416-965-2291

COMSOC 44

This section is a corporate support group in the financial and administrative management area. It assists the Executive Director of Finance in the development and monitoring of financial and administrative policies and standards, coordinates the development of Ministry manuals and provides central maintenance for these manuals, administers a financial Manpower Management System and provides financial training seminars for non-financial program staff. It provides resource financial staff for special projects or investigations of a sensitive or complex nature including Federal-Provincial Cost-Sharing.

FINANCIAL PLANNING AND CORPORATE ANALYSIS BR

Hepburn Block, 4th Flr.

Queen's Park, Toronto M7A 1E9

416-965-5104

COMSOC 45

Analyzes and evaluates Ministry programs, coordinates estimates preparation, multi-year financial planning and the management by results program for the Ministry.

FUNDING AND EVALUATION

880 Bay St., 21st Flr.

Toronto M7A 1E9

416-965-7636

COMSOC 46

Headed by an Executive Director, Funding and Evaluation is composed of two components: the Funding Policy Unit and the Operational Evaluation and Audit Branch. They are described individually in the entries that follow.

FUNDING POLICY UNIT

880 Bay St., 21st Flr.

Toronto M5G 1Z6

416-965-7636

COMSOC 47

The unit is divided into two sections each headed by a manager. The Policy Development Section and the Planning and Implementation Section are coordinated in their project work. Recent projects that the unit is completing are the rate review schedules for Children's Boarding Homes and the application of the services approach of funding of Children's Aid Societies. Major current projects are the extension of the services approach to funding Children's Mental Health Centres and the development of a social indicators formula for the allocation of funds in accordance with weighted child population figures. The unit liaises with the Operations Division and the Children's Policy Development Section of the Policy and Program Development Division in the preparation of funding policy initiatives. After new funding policies have been implemented, they are transferred to the Operations Division for ongoing maintenance, e.g., funding of Children's Aid Societies.

OPERATIONAL EVALUATION AND AUDIT BR
90 Grosvenor St., Hepburn Block, 4th Flr.
Queen's Park, Toronto M7A 1E9
416-965-5214

COMSOC 48

The branch incorporates the Ministry's Audit Branch and the operational reviews that were initiated in the former Children's Services Division. The Ministry's audit function, which includes the review and appraisal of its financial and operational controls, will not be integrated with the other functions but audit priorities, process and staff involvement will be integrated into operational evaluation planning. The branch will liaise with the program evaluation function in the Policy and Program Development Division, as well as with any specific monitoring functions in the Operations Division.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). For information on agencies not listed, contact this Ministry's information or communications branch.

SOCIAL ASSISTANCE REVIEW BOARD
Macdonald Block, Room M1-56
Queen's Park, Toronto M7A 1E9
416-965-2363

COMSOC 49

The Social Assistance Review Board holds hearings of appeals requested by individuals regarding decisions on General **Welfare** Assistance, **Vocational Rehabilitation** Services, **Guaranteed Annual Income System** or **GAINS-A** (income supplement for senior citizens) and **GAINS-D** (income supplement for the blind and disabled), **Family Benefits** (financial allowances for single mothers, the blind and disabled, permanently unemployable fathers, foster children, severely handicapped children), and co-payment (exemption from payment for chronic care services provided under the **Health Insurance Act**).

TRAINING SCHOOLS ADVISORY BOARD
700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-1871

COMSOC 50

The **Training Schools Advisory Board** advises the Minister on the current state of training schools and the welfare of wards. The plans made for each ward's return to the community are evaluated by the board and an appropriate recommendation is then made to the Minister. This board reviews all programs and adverse reports on wards submitted regularly by the training schools and probation and aftercare officers.

ACTS

COMSOC 51

The following is a list of Acts administered by the Ministry of Community and Social Services. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Charitable Institutions Act
Child Welfare Act

Child Welfare Municipal Payments Continuance Act, 1976
Child Welfare Validation of Adoption Orders Act, 1980
Children's Institutions Act
Children's Mental Health Services Act
Children's Probation Act
Children's Residential Services Act
Children's Services Transfer Act, 1977
Day Nurseries Act
Developmental Services Act
District Welfare Administration Boards Act
Elderly Persons Centres Act
Family Benefits Act
General Welfare Assistance Act
Homemakers and Nurses Services Act
Homes for Retarded Persons Act
Homes for the Aged and Rest Homes Act
Indian Welfare and Services Act
Ministry of Community and Social Services Act
Provincial Courts Act (Part)
Soldiers' Aid Commission Act
Soldiers' Aid Commission Act, 1970
Training Schools Act
Vocational Rehabilitation Services Act

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

555 Yonge St.

Toronto M7A 2H6

The Ministry of Consumer and Commercial Relations was originally called the Department of Financial and Commercial Affairs when first established November 24, 1966, by the act of the same name. It consisted of three divisions, Consumer Protection, Superintendent of Insurance, and the Ontario Securities Commission, and was responsible for 13 acts previously assigned to the Attorney General and Ministry of Justice. In 1972, the Department was renamed the Ministry of Consumer and Commercial Relations and underwent extensive reorganization. Today, the Ministry consists of five divisions as well as numerous boards, commissions and branches, and is responsible for 75 different acts.

The Ministry's programs affect business and the consumer. These include licensing, registration and inspection of business establishments to promote a high level of ethical business conduct; licensing and inspection of technical and operational situations to ensure safety; registration of documents related to all aspects of real and personal property ownership. The Ministry ensures a reasonable standard of decency in films shown in Ontario and controls the use and availability of beverage alcohol.

MINISTRY MAIN OFFICE

COMMUNICATIONS SERVICES BR

CCR 1

555 Yonge St.

Toronto M7A 2H6

In Toronto, call:

News and Information Section, 963-0339;

Consumer Information Centre, 963-1111;

TTY (Visual Ear), 963-0808;

Outside Toronto, call 1-800-268-1142

Area code 807 call collect 963-1111.

The branch establishes communications policy for the Ministry and advises its branches on communications problems. It provides communications support to the Minister and the Deputy Minister. The branch comprises a News and Information Section and the Consumer Information Centre.

The News and Information Section informs the public, client groups and the media about the Ministry's activities and develops all communications programs for the Ministry. In addition to media liaison and answering public inquiries, the section produces and distributes publications, audio-visual materials, and news releases.

The **Consumer Information Centre** accepts calls from Ontario consumers outside Metro Toronto. **Deaf** or hearing handicapped and speech handicapped persons who have the Visual Ear or teletype (TTY) network service can call the above number. The Centre provides bilingual **consumer** information service for the general public. The Centre's **library** (963-0200) provides consumer and **business** resource materials, previewing of materials by mail for consumer educators, and consulting services to professionals working with consumers in the field. The Ministry **reading room**, attached to the **library**, provides public access to all Ministry publications, statutes and most manuals and internal procedures used by the Ministry.

FINANCE & SYSTEMS BR

CCR 2

10 Wellesley St. E., 4th Flr.

Toronto M7A 2J3

416-963-0261

Provides all programs of the Ministry with financial management and accounting services such as payroll reconciliation, accounts payable, formulation of program estimates and branch budgets. Receives and processes all revenue received by the Ministry. Develops Ministry policies and procedures regarding financial control and management performance reporting systems. Provides service and professional advice to Ministry management on all facets of systems development and electronic data processing including the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with the Ministry of Government Services' Communications and Computer Services Division. For government systems development policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch, MB 6.

FINANCE & SYSTEMS BR ADMINISTRATIVE SERVICES

CCR 3

10 Wellesley St. E., 1st Flr.

Toronto M7A 2H8

416-963-0396

Provides the Ministry with the purchasing of goods and services, supply management, printing, duplicating, mail and transportation services, records and forms management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). Provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The section is also responsible for office safety supervision and management of regional office common support services.

FRENCH LANGUAGE SERVICES

CCR 4

555 Yonge St., 9th Flr.

Toronto M7A 2H6

416-963-0346

The French Language Services Coordinator coordinates the implementation of the government's policy on French language services (provision of such services to the Franco-Ontarian public) within this Ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

INTERNAL AUDIT BR

CCR 5

10 Wellesley St. E., 6th Flr.

Toronto M7A 2H8

416-963-0435

Internal Audit Branch is responsible for reviewing and appraising the Ministry's finan-

cial, administrative and operational programs for adequate controls, compliance, efficient and economical use of resources and appropriateness of effectiveness measures.

LEGAL SERVICES

CCR 6

555 Yonge St., 9th Flr.
Toronto M7A 2H6
416-963-0338

Counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Branch is responsible to the Attorney General's Office.

POLICY & PLANNING BR

CCR 7

555 Yonge St., 9th Flr.
Toronto M7A 2H6
416-963-0309

Policy and Planning Br economists conduct Ministry **research** projects on **consumer** and **business** matters.

PERSONNEL SERVICES BR

CCR 8

10 Wellesley St. E., 4th Flr.
Toronto M7A 2J6
416-963-0277

Personnel Services Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The branch is responsible for: the establishment of Ministry personnel policies and procedures; provision of staff training and development services; coordination of management development manpower planning; research into personnel related issues and programs; coordination of the Affirmative Action Program (described separately); the establishment of appropriate classification and compensation levels for all Ministry employees; staff recruitment; employee counselling; the investigation of employee grievances; and dealing with all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel, payroll, attendance and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

AFFIRMATIVE ACTION PROGRAM

CCR 9

10 Wellesley St. E., 5th Flr.
Toronto M7A 2J6
416-963-0541

The Women's Advisor plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

BUSINESS PRACTICES DIVISION**BAILIFFS COLLECTION AGENCIES MORTGAGE BROKERS**

CCR 10

555 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-963-0366

Administers the Bailiffs, Collection Agencies, Mortgage Brokers, Consumer Reporting, Paperback and Periodical Distributors Acts. The Registrar of these Acts ensures the protection of Ontario **consumers** through control and supervision of **bailiffs collection agencies**, **consumer** reporting agencies (**credit** and personal information investigation), **mortgage** brokers and distributors of paperback **books** and **periodicals**. While this office recommends appointments under the **Bailiffs Act**, it is the Ministry's Central Registration Section which accepts registration of businesses under the other Acts (Renewals: 963-0444; New Applications 963-0446; Revisions: 963-0448; Central File: 963-0441). Consumer complaints relating to all these Acts are handled by Consumer Services Bureaus (see list under this Ministry's Consumer Advisory Services Br entry, CCR 11).

CONSUMER ADVISORY SERVICES BR

CCR 11

555 Yonge St., 8th Flr.
 Toronto M7A 2H6
 416-963-0331

The Consumer Advisory Services Branch represents the Ministry throughout the Province by administering eleven (11) Acts dealing with **consumer** protection laws. It has officers who can speak to consumer and business groups on consumer protection matters.

The **Central Registration Section** (963-0441) provides actual **registration** functions and maintains a central file of registered **businesses** or persons under the following Acts: **Consumer Protection** (registration and **bonding** of itinerant sellers), **Consumer Reporting** (**credit** reporting and personal investigation agencies), **Collection Agencies**, **Motor Vehicle Dealers**, **Real Estate and Business Brokers**, **Mortgage Brokers**, **Travel Industry**, **Paperback and Periodical Distributors** (wholesalers of paperback **books** and **periodicals**).

The section also answers inquiries as to whether a **business** is registered under these Acts. For central file of: registrants, call 963-0441; new applications, call 963-0446; renewals, 963-0444; revisions, call 963-0446.

The branch operates **Consumer Services Bureaus** across Ontario to answer **consumer** inquiries and attempt to mediate complaints arising from the purchase of goods or services (e.g., **consumer** rights regarding **contracts**), borrowing money, and deceptive or unfair business practices. Eight bureaus handle complaints under these Acts: **Bailiffs** (private bailiffs), **Business Practices** (which specifies some practices considered to be deceptive, unfair or unconscionable, and provides the consumer with redress procedure), **Collection Agencies**, **Consumer Protection** (e.g., finance charges on **credit** purchases and **loans**), **Consumer Reporting** (**credit** reporting and personal investigation agencies), **Discriminatory Business Practices Act** (e.g., **discrimination** in the business community on the basis of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location by persons who engage in business), **Mortgage Brokers**, **Motor Vehicle Dealers**, (e.g., relating to the purchase of **used cars**), **Paperback and Periodical Distributors** (wholesalers of paperback **books** and **periodicals**), **Real Estate and Business Brokers**, **Travel Industry** (travel agents and wholesalers). The bureaus across the Province are:

143 Main St. E., Rm 206
Hamilton L8N 1G4
 416-529-8177

80 Dundas St. E.
 Box 5600, Terminal 'A'
London N6A 2P3
 519-679-7150

1673 Carling Ave., Ste. 102
Ottawa K2A 1C4
 613-725-1489

139 George St. N.
Peterborough K9J 3G6
 705-743-8728

199 Larch St., 5th Flr.
Sudbury P3E 1C4
 705-675-4378

435 James St. S.
 P.O. Box 5000
Thunder Bay P7C 5G6
 807-475-1641

555 Yonge St., 8th Flr.
Toronto M7A 2H6
 416-963-0321

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
 519-254-6413

INVESTIGATION AND ENFORCEMENT BR

CCR 12

555 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-963-0302

Performs a support role to the administrators of the various **registration** acts administered by the Business Practices Division (**Consumer Protection Act, Consumer Reporting Act, Collection Agencies Act, Motor Vehicle Dealers Act, Real Estate and Business Brokers Act, Mortgage Brokers Act, Travel Industry Act, Paperback and Periodical Distributors Act**) and conducts inspections and investigations under them. Conducts investigations under the **Business Practices Act**, a non-registration statute. Complaints from the public are normally answered by Consumer Advisory Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).

MOTOR VEHICLE DEALERS ACT

CCR 13

555 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-963-0411

The Registrar's office administers the **Motor Vehicle Dealers Act** for the control and supervision of dealers and salespersons of new and used **motor vehicles**. The Ministry's Central Registration Section performs the **registration** function for dealers and salespersons and maintains a central file of registrants (New Applications: 963-0446; Renewals: 963-0444; Revision: 963-0448; Central File: 963-0441). Complaints concerning the purchase and sale of motor vehicles are handled by Consumer Services Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).

PETROLEUM FRANCHISING GUIDELINES

CCR 14

555 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-963-0356

Petroleum Franchising Guidelines are administered by the Executive Director's Office, Business Practices Division. The guidelines serve as a voluntary agreement between the

Ministry and the major oil companies concerning leasing arrangements of **gasoline** service stations. Guidelines relate to station operators only, not consumers.

REAL ESTATE AND BUSINESS BROKERS

CCR 15

555 Yonge St., 5th Flr.

Toronto M7A 2H6

416-963-0406

The Real Estate and Business Brokers Act ensures protection of Ontario consumers through **registration** of **real estate** and **business** brokers and salespersons. The Ministry's Central Registration Section performs the registration function and maintains a central file of registrants, (New Applications: 963-0446; Renewals: 963-0444; Revisions: 963-0448; Central File: 963-0441). Before foreign land can be sold in Ontario, sellers must provide prospective buyers with an accurate description of the **real property** and terms of sale. The description is checked for accuracy by inspectors. Complaints regarding real estate and business brokers are handled by Consumer Services Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).

TRAVEL INDUSTRY ACT

CCR 16

555 Yonge St., 4th Flr.

Toronto M7A 2H6

416-963-0418

The Travel Industry Act, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good **travel** service, requires the **registration** of travel agents and wholesalers. The Ministry's Central Registration Section performs the registration function and maintains a central file of registrants, (New Applications: 963-0446; Renewals: 963-0444; Revisions: 963-0448; Central File: 963-0441). Consumer complaints are handled by Consumer Services Bureau (see this Ministry's Consumer Advisory Services Br entry, CCR 11, for list).

COMPANIES DIVISION

COMPANIES SERVICES BR EXAMINATION AND

CCR 17

NOTICE SECTION

555 Yonge St.

Toronto M7A 2H6

The Examination and Notice Section, Corporation Notices (963-0543) maintains files of bylaws, notices of change and special resolutions of **corporations** and provides information on filing requirements. The section cancels **charters** (**letters patent**, certificates of **incorporation**) and extra-provincial **licences**. Also deals with default notices re notices of change and revival of **corporations**.

The Examination and Notice Section, Names and Articles Control (963-0547) deals with the clearance and reservation of corporate **names** for proposed new **non-profit corporations** and **corporations** applying for an extra-provincial **licence** or **licence** in mortmain. It also processes proposed changes of **names** by existing **non-profit corporations** and foreign corporations seeking extra provincial licences.

The Examination and Notice Section, Examiners (963-0380) examines and processes articles of **incorporation**, articles of amendment etc., of business **corporations**, applications for incorporation of **non-profit corporations** and issues **letters patent** (**charters**) with re-

spect to them. The section processes applications for **licences** in mortmain and extra-provincial **licences**.

COMPANIES SERVICES BR RECORDS

CCR 18

555 Yonge St.

Toronto M7A 2H6

416-963-0389 (search by letter, certificates of status)

416-963-0552 (search in person)

416-963-0510 (business and partnership registration)

The Records Section deals with searches of **corporations**, certificates of corporation status (963-0389) and **registration** of corporation **securities** such as corporate **mortgages**, **bonds**, **debentures** (963-0390). Can provide copies of documents (e.g., **articles of incorporation**, annual returns and notices) of corporations in Ontario. Deals with **business registration** of **partnerships**, limited partnerships and sole **proprietorships** (963-0510). Registers corporations that carry on business in Ontario under **name** or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business enterprises.

COMPANY LAW BR

CCR 19

555 Yonge St., 3rd Flr.

Toronto M7A 2H6

416-963-0373

Provides legal counselling to the Companies Division and handles inquiries of a legal nature from the public about: incorporation of **business** and non-profit **corporations**, **licences** in mortmain, extra-provincial **licences**, **registration** of **partnerships** and sole **proprietorships**, **names** and name style registration by corporations, and registration of **securities** registered against the personal property of corporations, e.g., corporate **bonds**, **debentures**, trust indentures and corporate **mortgages**.

FINANCIAL INSTITUTIONS DIVISION

FINANCIAL INSTITUTIONS DIVISION

CCR 20

555 Yonge St., 6th Flr.

Toronto M7A 2H6

416-963-0471

The Financial Institutions Division issues **licences** to and regulates **insurance** companies, **investment** contract companies, prepaid **hospital** and **medical** associations, **mutual benefit** and **fraternal societies**. Also issues **licences** to and regulates **loan** companies and **trust companies** (963-0477). Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (963-0471), and on deposits and **mortgages** with loan and trust companies (963-0477). Issues **licences** to **insurance** agents, adjusters, and investment contract salespersons, and investigates related **consumer** complaints (963-0481). Deposits in loan companies and trust companies are insured with the **Canada Deposit Insurance Corporation** (963-0479).

CEMETERIES BR

CCR 21

555 Yonge St., 8th Flr.
 Toronto M7A 2H6
 416-963-0511

Administers the **Cemeteries Act** which regulates the operations of all **cemeteries**, **crematoria**, **mausolea**, **columbaria**, **church yards** and **burial grounds**. The branch also answers inquiries and investigates **consumer** complaints about cemeteries and **burials** and advises cemetery owners. No special legislation exists for monument dealers. Contact Queen's Park or regional offices listed below.

143 Main St. E., Rm. 206

Hamilton L8N 1G4

416-529-8177

(Brant, Haldimand-Norfolk,
 Hamilton-Wentworth,
 Niagara, Oxford)

Ontario Government Building
 74 Brock St.

Kingston K7L 1R9

613-547-3421

(Frontenac, Haliburton,
 Hastings, Lennox &
 Addington, Northumberland,
 Peterborough, Prince
 Edward, Victoria, Kingston)

P.O. Box 5600

Postal Terminal 'A'

London N6A 2P3

519-679-7150

(Elgin, Essex, Huron,
 Kent, Lambton, Middlesex,
 Perth)

1673 Carling Ave., Ste. 102

Ottawa K2A 1C4

613-725-3679

(Lanark, Leeds & Grenville,
 Nipissing, Ottawa-Carleton,
 Prescott & Russell,
 Renfrew, Stormont,
 Dundas & Glengarry)

555 Yonge St., 8th Flr.

Toronto M7A 2H6

416-963-0511

(Algoma, Bruce, Cochrane,
 Dufferin, Durham, Grey,
 Halton, Kenora, Manitoulin,
 Muskoka, Parry Sound, Peel,
 Rainy River, Simcoe,
 Sudbury District, Sudbury
 Municipality, Timiskaming,
 Thunder Bay, Waterloo,
 Wellington, York)

CREDIT UNIONS & CO-OPERATIVES SERVICES BR

CCR 22

555 Yonge St., 8th Flr.

Toronto M7A 2H6

416-963-0515

Administers the legislation affecting **credit unions** (caisses populaires) and **co-operatives**, assists with their **incorporation**, reviews their operations, monitors their compliance with the legislation and handles inquiries and **consumers'** complaints concerning them. Deposits in credit unions and caisses populaires are insured with the **Ontario Share and Deposit Insurance Corporation** (OSDIC) (416-441-2771).

MOTOR VEHICLE ACCIDENT CLAIMS FUND

CCR 23

555 Yonge St., 7th Flr.
 Toronto M7A 2J4
 416-963-0501

The Motor Vehicle Accident Claims Fund (MVAC), (formerly called the **Unsatisfied Judgment Fund**), administers the **Motor Vehicle Accident Claims Act** which provides **compensation** to victims of automobile **accidents** (i.e., pedestrians who are injured by uninsured or stolen vehicles or hit-and-run drivers and who are not covered by their own or any other automobile insurance policy, and passengers in an uninsured vehicle). In the case of damage to property not otherwise insured against vehicle impact (e.g., hydro and telephone poles, self insured municipal property) both the owner and driver of the uninsured vehicle must be identified.

Effective March 1, 1980, the **Compulsory Automobile Insurance Act** requires that every automobile operated in Ontario be insured and that all automobile policies provide Uninsured Motorist coverage. Persons covered under the policy must apply to their own automobile insurance company for compensation for injuries caused by uninsured or stolen vehicles or hit-and-run drivers.

TECHNICAL STANDARDS DIVISION

TECHNICAL STANDARDS DIVISION

CCR 24

3300 Bloor St. W., 4th Flr.
 Toronto M8X 2X2
 416-239-2714

The Technical Standards Division is responsible for setting design **standards** for equipment and machinery which may affect public **safety**, and for carrying out inspections to ensure that safety standards are met. Programs of this division are described below. Its Technical Standards **library** (239-8695) operates a Ministry **reading room** which provides access to some of the Ministry's publications, statutes, regulations, manuals and internal procedures of the Ministry.

BUILDING CODE BR

CCR 25

3300 Bloor St. W., 4th Flr.
 Toronto M8X 2X2
 416-239-4816

The Building Code Br administers the **Building Code** which is a regulation under the Building Code Act. The Code consists of building requirements to minimize the risk of injury and property damage from structural failure, fire and health hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not a provincial, responsibility. The branch is also responsible for the **Plumbing Code**, a regulation under the **Ontario Water Resources Act**.

ELEVATING DEVICES BR

CCR 26

3300 Bloor St. W., 3rd Flr.
 Toronto M8X 2X2
 416-239-7361

The branch administers the **Elevating Devices Act** (which includes **elevators**, **escalators**, **dumbwaiters**, **moving walks**, **platform lifts**, **ski lifts**, **lifts for the disabled**, and

construction hoists) and requires licences for all devices covered. The Act also provides that the operation of a non-conforming or unsafe device be suspended. All elevating devices in the province are inspected before initial licensing to ensure compliance with adopted **safety** standards. **Contractors** installing, maintaining and repairing elevating devices must be **registered** with and monitored by the branch. The branch investigates **accidents** and **consumer complaints** and maintains a data bank of technical and statistical information. It also participates in the development of safety codes, primarily through the **Canadian Standards Association**. Field offices, listed below, provide inspection services and the investigation of accidents or complaints. Regional Managers undertake field investigations and provide the technical data and background necessary for the branch engineering and management groups to resolve problems.

39 Cambridge Cres.
Amherstview K7N 1R1
613-389-7443
(Eastern)

199 Larch St., 5th Flr.
Sudbury P3E 1C4
705-675-4381
(Northeastern)

55 Hess St. S., 21st Flr.
Hamilton L8P 4R8
416-527-4727
(Southern)

435 James St. S.
Thunder Bay P7C 5G6
807-475-1641
(Northwestern)

824 King St. W.
Kitchener N2G 1G1
519-744-8101
(Western)

400 University Ave., 23rd Flr.
Toronto M7A 2J9
416-965-4111
(Central and Northern)

80 Dundas St. E.
London N6A 1E7
519-679-7150
(Southwestern)

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-254-6413
(Southwestern)

265 Carling Ave., 4th Flr.
Ottawa K1S 2E1
613-566-3806
(Eastern)

FUELS SAFETY BR
3300 Bloor St. W., 4th Flr.
Toronto M8X 2X2
416-239-2948

CCR 27

The branch, which administers the Ontario **Energy Act** and the **Gasoline Handling Act**, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of **fuels** such as **natural gas**, **oil** and **propane**, and the transport, storage and handling of gasoline. The branch: issues **licences** to **gasoline** service stations, **propane** facilities and companies which distribute natural gas and oil; **registers** **contracting** companies which do work covered under the Energy Act or the Gasoline Handling Act; issues **certificates** to natural gas fitters and handlers and oil burner mechanics; and audits all of these operations on a spot-check basis.

PRESSURE VESSELS SAFETY BR

CCR 28

3300 Bloor St. W., 3rd Flr.
 Toronto M8X 2X2
 416-239-7796

The branch strives to minimize the loss of life and property arising from the operation of **boilers** and **pressure vessels**. Under the **Boilers & Pressure Vessels Act** (965-4121) and the **Operating Engineers Act** (965-4188), the branch ensures safety by reviewing boiler and pressure vessel designs and **welding** procedures, doing inspections during fabrication and installation, and periodically thereafter if the vessel is uninsured. Inspects major repairs to all boilers and pressure vessels. Qualifies and issues **licences** to welders. Registers and classifies **steam**, **refrigeration** and **compression** plants and issues **licences** to their operators and operating engineers. Issues **licences** to **hoisting engineers** (crane operators). Investigates related **accidents**. For the purpose of administering the inspection and welder testing segments of the program, the province is divided into five regions. Each region is controlled by a Regional Manager, with a staff of field inspectors.

55 Hess St. S.
Hamilton L8P 4R8
 416-527-4031
 (Southwest Ontario)

824 King St. W.
Kitchener N2G 1G1
 519-744-8101
 (West Ontario)

20 Machar Place
Kingston K7M 1L6
 613-542-9049
 (East Ontario)

400 University Ave.
Toronto M7A 2J9
 416-965-4121
 (East Toronto, West Toronto &
 Northern Ontario)

UPHOLSTERED & STUFFED ARTICLES BR

CCR 29

3300 Bloor St. W., 3rd Flr.
 Toronto M8X 2X2
 416-239-4853

The branch ensures **safety** by **registering** renovators and manufacturers of **upholstered** and **stuffed articles**; inspecting premises of registrants as well as retailers of these articles. Investigates **consumer** complaints about stuffed furniture, mattresses, pillows, clothing materials, toys, etc. and tests filling materials for compliance with the regulations. Field offices listed below carry out the same inspection and complaint investigation functions as the Head Office and pick up samples of filling materials for submission to the Head Office for testing. There are two branch field offices:

80 Dundas St., Main Flr.
 P.O. Box 5600, Terminal 'A'
London N6A 2P3
 519-679-7150
 (Western)

Mr. C.C. Buxton
 R.R. #3
Picton K0K 2T0
 (Eastern)

PROPERTY RIGHTS DIVISION

LAND REGISTRATION IMPROVEMENT PROJECT

CCR 30

10 Wellesley St. E., 5th Flr.

Toronto M7A 2J3

416-963-0650

The **Land Registration Improvement Project** has the mandate to design, develop and implement improvements to the existing land registration system. It was created as a result of recommendations of the Ontario Law Reform Commission Report 1971, and the Ministry's position as established by the Land Registration Management Committee. Project staff work closely with staff of this Ministry's Real Property Registration Branch, Legal and Surveys Standards Branch and Land Registry Offices throughout the province. There is also considerable contact with the legal community, land surveyors and other government institutions and ministries.

The Land Registration Improvement Project is also referred to as the **POLARIS** (Province of Ontario Land Registration and Information System) project.

A detailed description of the project's mandate is provided in the publication 'An Improved Land Registration System for Ontario: An Executive Summary of the Design Concepts and Recommendations' - Vol #1, August 1979. This publication is available at the Ontario Government Bookstore, 880 Bay Street, Toronto, M7A 1N8 (416-965-2054).

LEGAL & SURVEY STANDARDS BR

CCR 31

543 Yonge St.

Toronto M7A 2J8

416-963-0423 (Legal Inquiries)

416-963-0436 (Survey Inquiries)

Performs the statutory functions of **Director of Titles**; responsible for legal quality of **land registration records** and instruments. Drafts amendments to, and regulations under the **Land Titles Act**, the **Registry Act**, the **Condominium Act**, the **Boundaries Act** and the **Certification of Titles Act**. Processes applications for certification of title and for conversion of title from land registry system to land **titles** system. Provides quality control for **surveys**, plans and description of land including **condominiums** (by-laws, declaration, description), for registration in land registry offices. Provides for the confirmation of the true location of **boundary** lines which have been lost or obliterated. Provides **financial assistance** to individual property owners for the carrying out of a survey under the **Land Titles Survey Fund** under special circumstances. Contact Queen's Park or Land Registry Offices, listed under this Ministry's Real Property Registration Branch, CCR 33.

PERSONAL PROPERTY REGISTRATION BR

CCR 32

Main Administration Offices

543 Yonge St., 4th Flr.

Toronto M7A 2J5

416-963-0451

Manages the **Personal Property Security Registration System (PPSR)** and administers the **Personal Property Security Act (PPSA)** and the **Bills of Sale Act**. The PPSR System serves two functions. First, it provides a **registration** function whereby a seller of personal property (e.g., a **motor vehicle**), or a lender of money, can secure the purchase price, or the **loan** (as detailed in a **security agreement**), by the registration of a **financing**

statement (financing statements are available free of charge at any one of the 48 branch offices of the system). (The document creating the security interest is a security agreement—which can be a **chattel mortgage**, **conditional sale contract**, or an **assignment of book debts**.) Second, the PPSR System provides an inquiry capability so that people can determine, when buying personal property or accepting it for security as collateral for a loan, whether there is a security interest (**lien**) on the property, i.e., whether the owner has previously pledged the property as security. A registration can be submitted by mail to the Central Registration Branch or can be submitted in person to any one of the PPSR branch offices listed under this Ministry's Real Property Registration Branch entry, CCR 33. Following are mailing addresses:

Mailed-in Registrations:

Central Registration Branch
Box 21100, Postal Station 'A'
Toronto M5W 1W6

Mailed-in Inquiries:

Personal Property Registration Branch
Box 4120, Postal Station 'A'
Toronto M5W 1T2

REAL PROPERTY REGISTRATION BR

CCR 33

543 Yonge St., 2nd Flr.
Toronto M7A 2J8
416-963-0462

The branch is responsible for the operation of the 65 **Land Registry Offices** throughout Ontario where documents and plans pertaining to ownership and encumbrances relating to **land** parcels in Ontario can be registered, stored and preserved, and where the public can search or view them (for a fee). There are two systems of **land registration** in Ontario, the **land titles system** and the older **land registry system**. Under the registry system, **deeds** and other documents pertaining to land registration are registered. It is up to the individual purchaser or lender (or a solicitor acting for that person) to search the documents and determine the state of title. Under the land titles system, **titles** are recorded in a title register and fewer documents need to be examined. The land titles system now operates in some 30 districts, counties and regions. **Condominium** and **subdivision** plans must be registered in the land titles system where it is available.

Additional activities in the land registry offices include the preparation of registrars' compiled plans and abstracts, the maintenance of the land titles **writs** of execution file, the holding of hearings in the land titles offices and the collection of **Land Transfer Tax** and **Retail Sales Tax** on chattels associated with real estate transactions. **Mortgages** are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local Land Registry Office.

Forty-eight of the 65 Land Registry Offices also participate in the **Personal Property Security Registration System** (PPSR). **Liens** against personal property are registered in these offices and prospective buyers may determine whether a car, boat or other personal property is free of encumbrances. Below is a list of the 65 Registry Offices throughout the province indicating whether it has Land Titles (LT), Registry (Reg) and Personal Property Security (PPSR) registration.

REGISTRY OFFICES:

Reg
P.O. Box 668
63 Kenyon St. W.
Alexandria K0C 1A0
613-525-1315
(Glengarry)

Reg
125 Brougham St.
P.O. Box 1180
Almonte K0A 1A0
613-256-1577
(Lanark North)

Reg
248 George St.
P.O. Box 389
Arthur N0G 1A0
519-848-2300
(Wellington North)

Reg, LT, PPSR
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221 Ext. 60
(Simcoe)

Reg, LT, PPSR
280 Pinnacle St.
Belleville K8N 5J2
613-968-4597
(Hastings)

Reg, LT
108 Liberty St. N.
P.O. Box 178
Bowmanville L1C 3K9
416-623-5386
(Newcastle)
(Satellite of Durham; all
correspondence and queries
should be directed to the
land registrar in Whitby)

Reg, LT, PPSR
15 Dominion St.
P.O. Box 720
Bracebridge P0B 1C0
705-645-4415
(Muskoka)

Reg, LT
7765 Hurontario St.
P.O. Box 1200
Brampton L6V 2L8
416-457-5350
(Peel)

PPSR
7765 Hurontario St.
P.O. Box 1200
Brampton L6V 2L8
416-453-1272
(Peel)

Reg
Court House
80 Wellington St.
Brantford N3T 2L9
519-752-8321
(Brant)

PPSR
Court House
80 Wellington St.
Brantford N3T 2L9
519-752-5571
(Brant)

Reg, PPSR
P.O. Box 633
7 King St. W.
Brockville K6V 5V2
613-345-5751
(Leeds)

Reg
150 Main St.
Cambridge N1R 6P9
519-653-5778
(Waterloo South)

Reg, PPSR

P.O. Box 310

Echo St.

Cayuga N0A 1E0

416-772-3531

(Haldimand)

(Satellite of Niagara South;

all correspondence and queries

should be directed to the

land registrar in Welland)

Reg, PPSR

40 William St. N.

P.O. Box 1134

Chatham N7M 5L8

519-352-5520

(Kent)

Reg, PPSR

P.O. Box 668

Highway #2

Cobourg K9A 4R5

416-372-3813

(Northumberland West)

(Satellite of Hastings; all

correspondence and queries should

be directed to the land

registrar in Belleville)

Reg, LT

Court House

149 4th Ave.

P.O. Box 580

Cochrane P0L 1C0

705-272-4025

(Cochrane)

PPSR

Court House

149 4th Ave.

P.O. Box 580

Cochrane P0L 1C0

705-272-5896

(Cochrane)

Reg

P.O. Box 339

King St.

Colborne K0K 1S0

416-355-2338

(Northumberland East)

Reg, PPSR

P.O. Box 1268

127 Sydney St.

Cornwall K6H 5V3

613-932-4522

(Stormont)

Reg

192 Lambton St. E.

P.O. Box 10

Durham N0G 1R0

519-369-2011

(Grey South)

(Satellite of Grey North;

all correspondence and queries

should be directed to the land

registrar in Owen Sound)

Reg, LT, PPSR

353 Church St.

P.O. Box 398

Fort Frances P9A 3M7

807-274-5451

(Rainy River)

Reg, LT

178 McKellar St.

P.O. Drawer 9

Glencoe N0L 1M0

519-287-2511

(Middlesex West)

Reg, PPSR

38 North St.

P.O. Box 216

Goderich N7A 3Z2

519-524-9562

(Huron)

Reg, LT
 Phipps St.
 P.O. Box 265
Gore Bay P0P 1H0
 705-282-2442
 (Manitoulin)

PPSR
 Phipps St.
 P.O. Box 265
Gore Bay P0P 1H0
 705-282-2461
 (Manitoulin)

Reg, PPSR
 P.O. Box 905
 21 Douglas St.
Guelph N1H 6M6
 519-822-0251
 (Wellington South)

Reg, LT, PPSR
 375 Main St.
 P.O. Box 159
Haileybury P0J 1K0
 705-672-3332
 (Timiskaming)

Reg, LT, PPSR
 Court House
 50 Main St. E.
Hamilton L8N 1E9
 416-522-3556
 (Wentworth)

Reg, LT, PPSR
 220 Main St. S.
 P.O. Box 1350
Kenora P9N 3X7
 807-468-3138
 (Kenora)

Reg, PPSR
 Court House
Kingston K7L 2N4
 613-547-2221
 (Frontenac)

Reg
 200 Frederick St., 3rd Flr.
 P.O. Box 35
Kitchener N2G 3W9
 519-576-1330
 (Waterloo North)

PPSR
 200 Frederick St., 3rd Flr.
 P.O. Box 35
Kitchener N2G 3W9
 519-576-2370
 (Waterloo North)

Reg, PPSR
 28 Francis St.
 P.O. Box 430
Lindsay K9V 4S5
 705-324-4912
 (Victoria)

Reg, LT
 80 Dundas St.
 P.O. Box 5600
London N6A 2P3
 519-679-7180
 (Middlesex East)

PPSR
 80 Dundas St.
 P.O. Box 5600
London N6A 2P3
 519-679-7185
 (Middlesex East)

Reg, LT, PPSR
 36 Court St.
 P.O. Box 302
L'Orignal K0B 1K0
 613-675-4648
 (Prescott)

Reg, LT
 491 Steeles Ave. E.
Milton L9T 1Y7
 416-878-7287/8
 (Halton)

PPSR

491 Steeles Ave. E.

Milton L9T 1Y7

416-878-1882

(Halton)

Reg

Newcastle St.

P.O. Box 270

Minden K0M 2K0

705-286-1391

(Haliburton)

Reg

5th Street

Morrisburg K0C 1X0

613-543-2583

(Dundas)

Reg, PPSR

87 Thomas St.

P.O. Box 307

Napanee K0K 2R0

613-354-3751

(Lennox)

Reg, LT

50 Eagle St. W.

Newmarket L3Y 6B1

416-895-1561

(York Region)

Reg, LT, PPSR

514 Main St. W.

North Bay P1B 2V4

705-474-2270

(Nipissing)

Reg, PPSR

75 First St.

Orangeville L9W 2E7

519-941-1481

(Dufferin)

LT

Court House

2 Daly Ave.

Ottawa K1N 6E2

613-566-3791

(Ottawa-Carleton)

Reg, PPSR

Court House

67 Nicholas St.

Ottawa K1N 7B9

613-566-3756

(Ottawa-Carleton)

Reg, PPSR

Court House

595 9th Ave. E.

Owen Sound N4K 3E3

519-376-1637

(Grey North)

Reg, LT, PPSR

28 Miller St.

P.O. Box 276

Parry Sound P2A 2X4

705-746-5816

(Parry Sound)

Reg, PPSR

283 Pembroke St. E.

P.O. Box 760

Pembroke K8A 6X1

613-732-8331

(Renfrew)

Reg, PPSR

10 Sunset Blvd.

P.O. Box 278

Perth K7H 3E4

613-267-1144

(Lanark South)

Reg, LT, PPSR

Court House

470 Water St. N.

Peterborough K9H 3M3

705-745-0583 Ext. 44

(Peterborough)

Reg, PPSR

1 Pitt St.

P.O. Box 1310

Pictou K0K 2T0

613-476-3219

(Prince Edward)

Reg, LT

17 Mill St. N.

P.O. Box 122

Port Hope L1A 3W3

416-885-5616

(Port Hope)

(Satellite of Durham; all correspondence and queries should be directed to the land registrar in Whitby)

Reg

Centre St.

P.O. Box 1660

Prescott K0E 1T0

613-925-3177

(Grenville)

(Satellite of Leeds; all correspondence and queries should be directed to the land registrar in Brockville)

Reg, LT

469 Concession St.

P.O. Box 10

Russell K0A 3B0

613-445-2138

(Russell)

Reg, PPSR

Court House

700 N. Christina St.

P.O. Box 3021

Sarnia N7T 7N5

519-337-3265 Ext. 40

(Lambton)

Reg, LT, PPSR

P.O. Box 550

440 Queen St. E.

Sault Ste. Marie P6A 5M8

705-253-8887

(Algoma)

Reg, LT, PPSR

Court House

#3 Highway West

Simcoe N3Y 4K8

519-426-2216

(Haldimand-Norfolk)

Reg, LT, PPSR

43 Church St.

P.O. Box 126

St. Catharines L2R 6R4

416-682-9291

(Niagara North)

Reg, PPSR

York St. W.

P.O. Box 902

Stratford N5A 6T1

519-271-3343

(Perth)

Reg, LT, PPSR

P.O. Box 4

Wellington St.

St. Thomas N5P 3T5

519-631-3015

(Elgin)

LT

P.O. Box 4

Wellington St.

St. Thomas N5P 3T5

519-631-3015

(Kent (Lake Erie))

Reg, LT

199 Larch St., 3rd Flr.

P.O. Box 1240

Sudbury P3E 5P9

705-675-4300

(Sudbury)

PPSR

P.O. Box 1240

199 Larch St., 3rd Flr.

Sudbury P3E 5P9

705-675-4306

(Sudbury)

Reg, LT, PPSR

29 Royston Court

Postal Station 'P'

Thunder Bay P7A 4Y7

807-475-1235

(Thunder Bay)

Reg

New City Hall
100 Queen St. W.
Toronto M5H 2N1
416-965-7553
(Toronto)

Reg

New City Hall
100 Queen St. W.
Toronto M5H 2N1
416-965-7588
(Toronto Boroughs)

LT

New City Hall
100 Queen St. W.
Toronto M5H 2N1
416-965-5269
(Metropolitan Toronto)

PPSR

543 Yonge St., 2nd Flr.
Toronto M7A 2J5
416-963-0460
(Toronto)

Reg, LT, PPSR

203 Cayley St.
P.O. Box 1690
Walkerton N0G 2V0
519-881-2251
(Bruce)

Reg, LT, PPSR

20 Cross St. N.
P.O. Box 730
Welland L3B 3G1
416-735-4011/13
(Niagara South)

Reg, LT, PPSR

400 Centre St. S.
Whitby L1N 4W2
416-668-6811
(Durham)

Reg, LT

250 Windsor Ave. 3rd Flr.
P.O. Box 1238, Postal Station 'A'
Windsor N9A 6P8
519-254-6363
(Essex)

PPSR

250 Windsor Ave., 3rd Flr.
P.O. Box 1238, Postal Station 'A'
Windsor N9A 6P8
519-254-1813
(Essex)

Reg, LT, PPSR

75 Graham St.
P.O. Box 246
Woodstock N4S 7W8
519-537-6286/7
(Oxford)

PUBLIC ENTERTAINMENT STANDARDS PROGRAM

ATHLETIC COMMISSIONER

555 Yonge St., 3rd Flr.
Toronto M7A 2H6
416-963-0844

CCR 34

The Athletic Commissioner administers the **Athletics Control Act** and is responsible for the proper conduct of all professional **sport** in Ontario. Maintains liaison with **community centres** and **arenas**. Issues **licences** to professional **boxers** and **wrestlers** and all officials involved in both sports.

LOTTERIES BR

CCR 35

555 Yonge St., 3rd Flr.
 Toronto M7A 2H6
 416-963-0272

The branch issues **licences**, supervises and controls all **lottery**, bingo, raffle, and **games of chance** operators in Ontario covered under the **Criminal Code of Canada**. Copies of the regulations are available from the branch on request.

ONTARIO RACING COMMISSION

CCR 36

10 Wellesley St. E., 3rd Flr.
 Toronto M7A 2K1
 416-963-0520

Promotes the proper management of **horse racing** and the orderly behaviour and integrity of participants. Issues **licences** to participants and encourages the improvement of the quality of horses that race. For further information contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

THEATRES BR

CCR 37

1075 Millwood Road
 Toronto M4G 1X6
 416-421-2462

Administering the Theatres Act, the Theatres Branch is responsible for the **safety** and well-being of film **theatre** goers in Ontario, for approving for public exhibition all **35mm**, **16mm**, **8mm** and **videotape film** and for the approval of all printed **advertising** related to this exhibition.

To achieve these ends the branch inspects plans and specifications for new **theatre construction**; issues **licences** to standard **theatres** in the province and monitors them through regular inspection; tests and licenses **projectionists**; licenses **film distributors** or exchange houses and **projection equipment** (including **videotape** machines) that are operated for hire or gain.

The branch also administers the **Ontario Board of Film Censors**. Current criteria for approval and classification of **films** are based on the 1978 Supreme Court of Canada decision in the MacNeil case which placed emphasis on community standards.

Information packages including branch history and Ontario Board of Film Censors procedures and guidelines are available from this Ministry's Consumer Information Centre, 555 Yonge St., Main Floor, Toronto (963-1111). The monthly screening report on films and the monthly report on eliminations requested in films are on file at the Consumer Information Centre.

REGISTRAR GENERAL PROGRAM**OFFICE OF THE REGISTRAR GENERAL**

CCR 38

Macdonald Block
 Queen's Park M7A 1Y5
 416-965-1687
 Inwats1-800-268-7543

The Office of the Registrar General registers and records Ontario **births**, **deaths**,

marriages and still-births. It also keeps **adoption, divorce** and **name change records**. **Statistics** relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled to them on application and payment of \$5.00 each. Under the **Marriage Act** certificates of **registration** are issued to people authorized to perform marriages in Ontario. Contact **Marriage Office**, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

COMMERCIAL REGISTRATION APPEAL TRIBUNAL

CCR 39

1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-7798

The Tribunal holds public hearings on appeals to review administrative decisions denying, refusing to renew, suspending or revoking **registration** of would-be or now registered individuals and **corporations**; to review government originated cease and desist orders respecting **advertising**, selling and unfair **business** practices by: **real estate** and **business** brokers and salespersons, **mortgage** brokers, **motor vehicle** dealers and salespersons, **bailiffs**, consumer **credit** reporting agencies, **collection agencies**, **itinerant sellers**, manufacturers and renovators of **upholstered and stuffed articles**, distributors of paperback **books** and **periodicals**, travel agents and wholesalers; and appeals under the **Discriminatory Business Practices Act**. Also hears appeals from decisions of the corporation administering the **New Home Warranties Plan Act**, appeals of **credit** unions from orders taking over management of the **Ontario Share and Deposit Insurance Corporation**, and claimant appeals from trustees' decisions under the **Travel Industry Act**.

HUDAC NEW HOME WARRANTY PROGRAM

CCR 40

600 Eglinton Ave. E.
Toronto M4P 1P3
416-488-6000

The Program administers the Ontario **New Home Warranties Plan Act** which came into effect December 31, 1976. This Act requires the **registration** of all **builders** of new homes including **condominiums** and **mobile homes** placed on permanent foundations for year round occupancy. The Hudac New Home Warranty Program (NHWP), is a self financing non-profit corporation which provides a warranty that new and previously unoccupied **houses** sold are free from defects in workmanship and material for one year. Purchasers must obtain a certificate under the Warranty Program and should deal directly with the builder during the first year after purchase. The Program covers major structural defects up to a maximum of \$20,000 for an additional four years. Deposit monies paid to builders are also covered up to a maximum of \$20,000. The corporation will handle **consumer** complaints from buyers of new homes but buyers should inform both the builder and the Warranty Program of any problems in writing. There is a Warranty Program regional office in Hamilton, Kitchener, Ottawa, Sudbury and Thunder Bay, listed in the white

pages of the local telephone directory under Hudac New Home Warranty Program but complaints are handled by the main office in Toronto only. Under certain circumstances, builders, vendors, or house owners can request assistance to resolve disputes through the **Commercial Registration Appeal Tribunal** or the **Arbitration Institute**. The Warranty Program issues a quarterly publication, *The Link*, to all registered builders and vendors.

LIQUOR CONTROL BOARD OF ONTARIO

CCR 41

55 Lakeshore Blvd. E.

Toronto M5E 1A4

(416) 965-4911

The Liquor Control Board of Ontario (LCBO) oversees the distribution and sale of **liquor** (spirits, **alcohol**, ale, beer and **wine**) for home consumption and liquor sales to licensed establishments through Liquor Control Board stores and **Brewers' Retail Stores** throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto (416-965-3036) and in Ottawa (613-733-0041) to stock only high quality products in limited supply. Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

LIQUOR LICENCE BOARD OF ONTARIO

CCR 42

5 Lakeshore Blvd. E.

Toronto M5E 1A4

(416) 965-4654

The Liquor Licence Board of Ontario (LLBO) issues, renews, transfers, suspends and revokes **liquor licences** for on-premise sale and consumption of **alcoholic** beverages, including issuing Special Occasion Permits. The Liquor Licence Board also regulates alcoholic beverage **advertising** and inspects all licensed establishments in Ontario. **Ontario Photo Cards** are available on a voluntary basis to Ontario residents over 19. Application forms may be obtained from liquor stores and **Brewers' Retail** outlets. For information on obtaining liquor licences call 965-4657; Ontario Photo Cards, 965-4964; Special Occasion Permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

LIQUOR LICENCE APPEAL TRIBUNAL

CCR 43

St. Clair Ave. W.

Toronto M4V 1K6

(416) 965-7798

The Tribunal holds public hearings on appeals from persons aggrieved by **Liquor Licence Board's** decisions: to refuse to issue, to suspend, attach terms to, or revoke a **licence** or **permit**; to refuse to renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; refuse to register an agent or representative; issue an interdiction order; issue a cease and desist order with respect to an **advertisement** or public notice.

ONTARIO SECURITIES COMMISSION

CCR 44

100 Wellesley St. E.

Toronto M7A 2H7

(416) 963-0223

The Ontario Securities Commission maintains public files on **corporations'** disclosure of

take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes **mining** and other prospectus offerings of **securities** as well as applications for transfer or release of securities from escrow (963-0239). **Registers stockbrokers**, salespersons and **investment advisers**, **commodity futures dealers**, salespersons and advisers (963-0228). Investigates **consumer** complaints about stockbrokers and salespersons and commodity brokers, salespersons and advisers and complaints about actions by companies affecting the value of securities (963-0242). The Commission answers general questions about commodity futures trading (963-0255).

PENSION COMMISSION OF ONTARIO

CCR 45

10 Wellesley St. E., 2nd Flr.
Toronto M7A 2K2
416-963-0522

The Pension Commission of Ontario administers the **Pension Benefits Act**, which requires the **registration** of all private (i.e. company) **pension** plans covering **employees** in Ontario. Also seeks to improve pension plans and the solvency of their funds.

RESIDENTIAL TENANCY COMMISSION

CCR 46

RENT REVIEW

77 Bloor St. W.
Toronto M5S 1M2
416-964-7808

Part XI of Ontario's **Residential Tenancies Act** limits the amount and frequency of rent increases in certain rental accommodation. One increase per year, regardless of amount is permitted. Increases are limited to a maximum of 6% unless the **landlord/landlady** has obtained approval from Commission for a greater increase. Rent Review applies to rental houses, apartments, townhouses, rooming houses, **mobile homes** and sites. Certain non-profit or government-owned rental housing, new units not rented prior to January 1 1976, and units where the rent is \$750.00 or more per month, are exempt from Rent Review. Commission offices throughout Ontario (listed below) provide information, including a pamphlet, Rent Review: Here are the Facts, and handle rent review cases in local areas. If local office is long distance, call operator and ask for Zenith 96000 for toll-free call.

Central East

114 Worsley St.
Barrie L4M 1M1
705-737-2111
(For County of Simcoe,
District Municipality of
Muskoka)

340 George St. N., 2nd Flr.
Peterborough K9H 7E8
705-743-9511
(For Counties of Peterborough,
Northumberland, Victoria,
Haliburton & the Regional
Municipality of Durham)

1310 Dundas St. E., 2nd Flr.
Mississauga L4Y 2C1
416-270-3280
(For Regional Municipality of Peel)

Central West

55 Hess St. S., 21st Flr.
Hamilton L8P 4R8
 416-528-8701
 (For Regional Municipalities
 of Hamilton-Wentworth,
 Halton, Haldimand-Norfolk,
 and County of Brant)

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
 519-579-5790
 (For Regional Municipality
 of Kitchener-Waterloo,
 Counties of Wellington,
 Dufferin)

80 King St., 4th Flr.
St. Catharines L2R 7G1
 416-684-6562
 (For Regional Municipality
 of Niagara)

Eastern

74 Brock St., 2nd Flr.
Kingston K7L 1R9
 613-549-4426
 (For Counties of Frontenac,
 Lennox & Addington, Leeds
 & Grenville, Hastings,
 Prince Edward, portion
 of Lanark County)

265 Carling Ave., 4th Flr.
Ottawa K1S 2E1
 613-566-3747
 (For Regional Municipality
 of Ottawa-Carleton,
 Counties of Renfrew,
 Stormont, Dundas & Glengarry,
 Prescott & Russell,
 portion of Lanark County)

Metropolitan Toronto

56 Aberfoyle Cr., 4th Flr.
Toronto M8X 2W4
 416-236-2681
 (For Etobicoke and York Boroughs)

77 Bloor St. W., 2nd Flr.
Toronto M5S 1M2
 416-964-8281
 (For City of Toronto only)

1880 O'Connor Dr., 2nd Flr.
Toronto M4A 1W9
 416-752-0683
 (For East York only)

2100 Ellesmere Road, 3rd Flr.
Scarborough M1H 3B7
 416-438-3452
 (For Scarborough only)

45 Sheppard Ave. E., 5th Flr.
Willowdale M2N 5W9
 416-224-7643
 (For North York and
 Regional Municipality
 of York)

Northeastern

215 Oak St. E.
North Bay P1B 8P8
 705-476-1231
 (For Districts of
 Nipissing, Parry Sound)

45 Elm St. E., 4th Flr.
 P.O. Box 1059
Sudbury P3E 4S6
 705-675-4373
 (For Regional Municipality
 of Sudbury, Districts of
 Sudbury, Manitoulin, Algoma)

273 Third Ave., 2nd Flr.
Timmins P4N 1E2
 705-264-9555
 (For Districts of Cochrane,
 Timiskaming)

Northwestern

435 James St. S., 3rd Flr.
P.O. Box 5000, Station 'F'
Thunder Bay P7C 5G6
807-475-1595
(For Districts of Thunder Bay,
Kenora & Rainy River)

Southwestern

80 Dundas St.
London N6A 2P3
519-673-1660
(For Counties of Middlesex,
Oxford, Elgin, Lambton,
Perth, Huron)

1131 Second Ave. E., Ste. 106
Owen Sound N4K 2J1
519-376-3202
(For Counties of Grey, Bruce)

99 Chatham St. E., 7th Flr.
Box 189
Windsor N9A 6V6
519-253-3532
(For Counties of Essex, Kent)

ACTS

CCR 47

The following is a list of Acts administered by the Ministry of Consumer and Commercial Relations. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Apportionment Act
Assignments and Preferences Act
Athletics Control Act
Bailiffs Act
Bills of Sale Act
Boilers and Pressure Vessels Act
Boundaries Act
Bread Sales Act
Building Code Act
Business Corporations Act
Business Practices Act
Cemeteries Act
Certification of Titles Act
Collection Agencies Act
Commodity Futures Act
Compulsory Automobile Insurance Act
Condominium Act
Consumer Protection Act
Consumer Protection Bureau Act
Consumer Reporting Act
Cooperative Corporations Act
Cooperative Health Services of Ontario Assets Protection Act, 1981
Corporation Securities Registration Act
Corporations Act
Corporations Information Act
Credit Unions and Caisses Populaires Act

Debt Collectors Act
Deposits Regulation Act
Discriminatory Business Practices Act
Egress from Public Buildings Act
Elevating Devices Act
Energy Act
Factors Act
Gasoline Handling Act
Guarantee Companies Securities Act
Insurance Act
Investments Contracts Act
Land Titles Act
Limited Partnerships Act
Liquor Control Act
Liquor Licence Act
Loan and Trust Corporations Act
Marine Insurance Act
Marriage Act
Ministry of Consumer and Commercial Relations Act
Mortgage Brokers Act
Mortmain and Charitable Uses Act
Motor Vehicle Accident Claims Act
Motor Vehicle Dealers Act
Ontario Credit Union League Limited Act, 1972
Ontario Deposit Insurance Corporation Act
Ontario New Home Warranties Plan Act
Ontario Water Resources Act (Part)
Operating Engineers Act
Paperback and Periodical Distributors Act
Partnerships Act
Partnerships Registration Act
Pension Benefits Act
Personal Property Security Act
Petroleum Products Price Freeze Act, 1975
Prearranged Funeral Services Act
Prepaid Hospital and Medical Services Act
Racing Commission Act
Real Estate and Business Brokers Act
Registered Insurance Brokers Act
Registry Act
Residential Tenancies Act
Securities Act
Theatres Act
Toronto Stock Exchange Act
Travel Industry Act
Unclaimed Articles Act
Upholstered and Stuffed Articles Act
Vital Statistics Act
Wine Content Act

MINISTRY OF CORRECTIONAL SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1

The Ministry of Correctional Services was established by the provincial legislature in 1946 as the Department of Reform Institutions, which operated facilities for male and female adult and juvenile offenders, under 18 governing acts and regulations. The Province took over responsibility for all county and city jails in the province in 1968. The name was changed to the Department of Correctional Services in 1968 with the passing of the Department of Correctional Services Act (consolidating all but the Training Schools Act) and was changed again in 1972 to the Ministry of Correctional Services. In 1972 the Ministry took over probation services from the Ministry of the Attorney General, and in 1977 the responsibility for juvenile offenders was transferred to the Ministry of Community and Social Services.

Correctional Services has jurisdiction over adult male and female persons placed on probation, those on remand awaiting trial or sentencing, those being held for immigration hearings or deportation, those awaiting transfer to federal institutions, those sentenced to terms of less than two years, and those released on parole.

The main purposes of the Ministry are to provide custody and community supervision as directed by the courts and as provided for in federal and provincial legislation governing correctional services in Ontario; to provide information which will assist the courts in determining disposition; to create within institutions and community programs a positive climate in order that offenders become motivated towards positive personal and social adjustment; to make available to clients those program opportunities necessary to assist in making positive personal and social adjustment; and to develop and provide programs for the prevention of crime.

The Ministry of Correctional Services administers the Ministry of Correctional Services Act, 1978.

DEPUTY MINISTER'S OFFICE

PERSONNEL BR
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3335

CORRECTIONS 1

Personnel Br works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. These services are provided by personnel administrators located in the ministry's main office and at the regional locations listed below. The branch is responsible for the establishment of Ministry personnel policies and procedures, the administration of appropriate classification and compensation levels for all Ministry employees, staff promotional competitions, manpower planning, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel, and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

The Human Resources Branch operates summer **youth employment** programs for students based on experience and assigned-task projects for three month work periods in

the Ministry. It also plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

Regional Personnel Administrator

Ministry of Correctional Services

East Central & Main Office

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3340

Regional Personnel Administrator

Ministry of Correctional Services

West Central Region

2 Dunbloor Road, Ste. 312

Islington M9A 2E4

416-248-3901

Regional Personnel Administrators

Ministry of Correctional Services

Western & Southwestern Regions

1315 Bishop St.

Cambridge N1R 6Z2

519-623-9090

Regional Personnel Administrator

Ministry of Correctional Services

Eastern Region

1055 Princess St., Ste. 404

Kingston K7L 1H3

613-547-3464

Regional Personnel Administrator

Ministry of Correctional Services

Northern Region

199 Larch St., 9th Flr.

Sudbury P3E 5P9

705-675-4321

Regional Personnel Administrator

Ministry of Correctional Services

Peterborough Region

306 George St. N.

Peterborough K9J 3H2

705-748-4281

INSPECTIONS & INVESTIGATIONS BR

CORRECTIONS 2

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3327

The branch conducts routine inspections of all **correctional institutions** and **community resource centres** to ensure the proper care, custody and **safety** of inmates therein. Carries out investigations into internal matters and matters arising in the community involving the institutions of this Ministry and/or inmates. This branch acts in a consultant capacity for operational and preventive security in the institutions.

PLANNING & SUPPORT SERVICES DIVISION

COMMUNICATIONS BR

CORRECTIONS 3

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3421

The Communications Branch informs the public and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases, audio-visual materials, exhibitions and photographic displays.

INTERNAL AUDIT BR

CORRECTIONS 4

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3372

The branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial and operational controls.

LEGAL SERVICES BR

CORRECTIONS 5

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3319

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

MANAGEMENT DATA SERVICES

CORRECTIONS 6

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3411

Management Data Services Branch supplies the Ministry with **financial management, data processing, records management** and **systems development**. The Client Information Systems section (750-3384) maintains records of those committed to the custody of the Ministry. It also maintains central personnel and administrative files, and provides the Ministry with records management services.

The Accounts Section (750-3450) is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

PLANNING & RESEARCH BR

CORRECTIONS 7

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3350

Planning and Research Branch conducts **research** in all aspects of **corrections**, assists in the preparation of strategic and operational plans for all divisions of the Ministry, and carries out analysis and evaluation of Ministry programs. The branch prepares and interprets **statistical data** which describe the financial and client profiles of the Ministry. Reviews all applications by outside researchers to carry out research in any aspect of the Ministry's operations.

SUPPLY & SERVICES BR

CORRECTIONS 8

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3501

Supply and Services Branch coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing Ministry offices, cor-

rectional institutions and forestry camps. Facilities Design Planning (750-3511) prepares program requirements and design specifications for new accommodation and renovations to existing facilities and coordinates activities during planning and construction stages. Office Services Section (750-3321) provides mail, messenger, telephone systems and duplicating services, and stationery and printed forms stock for the Ministry.

COMMUNITY PROGRAMS DIVISION

COMMUNITY RESOURCE CENTRES

CORRECTIONS 9

DEVELOPMENT BR

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3400

Community Resource Centres house **inmates** serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where the inmate also receives **counselling** and **vocational** skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

COMMUNITY PROGRAM SUPPORT SERVICES BR

CORRECTIONS 10

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3475

Community Program Support Services Branch is responsible for staff training within the Community Programs Division, and for the development of new initiatives in corrections which involve the community. Among these are working with volunteers, community service orders, restitution programs and the development of programming for Native offenders.

For a description of each program, see the following entries: Bail Verification & Supervision (CORRECTIONS 11), Community Programs Staff Training (CORRECTIONS 12), Community Service Orders (CORRECTIONS 13), Community Volunteer Programs (CORRECTIONS 14), Native Program Development (CORRECTIONS 15), Restitution Program Development (CORRECTIONS 16), and Victim Assistance Program (CORRECTIONS 17).

BAIL VERIFICATION & SUPERVISION

CORRECTIONS 11

COMMUNITY PROGRAM SUPPORT SERVICES

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3475

The Bail Verification and Supervision Program is directed at reducing the number of remanded incarcerated people. Provides information to the courts on the accused's ability to post **bail** or obtain a surety and confirms community ties. In certain cases bail supervision is offered as an alternative to incarceration pending disposition of charges.

COMMUNITY PROGRAMS STAFF TRAINING
 COMMUNITY PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3475

CORRECTIONS 12

Community Programs Staff Training provides training and consultation services to all staff in the Community Programs Division of the Ministry.

COMMUNITY SERVICE ORDERS
 COMMUNITY PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3475

CORRECTIONS 13

Community Service Orders (CSO) are given to non-violent offenders as a condition of a **probation** order in lieu of incarceration. The work performed would not otherwise be carried out except by volunteers. In some instances offenders provide direct service to their victims in reparation. Organizations with projects of tangible benefit to the community can obtain **volunteer** help from the CSO Project by writing to the Community Service Orders Project, Community Program Support Services Branch, Ministry of Correctional Services, 2001 Eglinton Ave. East, Scarborough M1L 4P1.

COMMUNITY VOLUNTEER PROGRAMS
 COMMUNITY PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3475

CORRECTIONS 14

Community Volunteer Programs is a central resource to volunteer coordinators involved in the recruiting, screening, training and supervision of **volunteers** who are involved in community programs operated by the Ministry, including **probation** and **parole** services. Opportunities for volunteer participation exist in all geographic areas of the province.

NATIVE PROGRAM DEVELOPMENT
 COMMUNITY PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3475

CORRECTIONS 15

Native Program Development is responsible for the development of policies related to the problems of **Native peoples** who are **inmates** in Ontario **correctional institutions** and for the coordination and development of institutional and community-based programs directed to the needs of Native inmates. Provides liaison with Native organizations of Ontario.

RESTITUTION PROGRAM DEVELOPMENT
 COMMUNITY PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3475

CORRECTIONS 16

Selected **probationers** with potential restitution conditions are often encouraged to meet

with the victims of the **crimes** and with a third party mediator to determine how the victims will receive **restitution** - in cash or kind. Similar programs are encouraged for selected **inmates** in Ontario correctional institutions, whereby they are placed in a Community Resource Centre, obtain suitable employment and make restitution to their victims.

**VICTIM ASSISTANCE PROGRAM
COMMUNITY PROGRAM SUPPORT SERVICES BR**

CORRECTIONS 17

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-457-1690

The Victim Assistance Program is a pilot project alerting victims of **crime** to available social services such as crisis **counselling** and information on the criminal justice process.

PROBATION AND PAROLE BR

CORRECTIONS 18

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3440

Probation and Parole Branch works closely with all courts of criminal jurisdiction in Ontario and the **Ontario Board of Parole**. The branch provides: pre-sentence reports to judges; pre-parole reports to the Ontario Board of Parole; supervision and assistance to **probationers**, offenders on **parole** and to former **inmates** who need assistance after release from correctional institutions. Assistance by probation and parole officers includes **counselling** and guidance in finding employment, housing, food, clothing, etc. Services are further extended through contracts with private agencies. Contact the local probation field office, listed by region below. Regional Administrators are responsible to the Director of Probation and Parole Services for the daily operation of services located in nine geographic regions. If long distance ask Operator for Zenith 70930 for toll-free service.

EASTERN REGION

162 Division St.
Kingston K7L 3M6
613-547-3456

41 Dundas St. W.
Napanee K7R 1Z5
613-354-3200

180 Front St.
Belleville K8N 2Y7
613-968-5737

Main St., P.O. Box 309
Counties Bldg.
L'Orignal K0B 1K0
613-675-4630

75 Water St. W.
Brockville K6V 3L7
613-345-3061

400 Cumberland St., 1st Flr.
Ottawa K1N 8X3
613-566-3811

502 Pitt St.
Cornwall K6J 3R5
613-933-6335

1150 Morrison Dr., 1st Flr.
Ottawa K2H 8S9
613-820-9460

124 Pembroke St. W.
P.O. Box 275
Pembroke K8A 6X3
613-735-0608

13 Russell St. E.
Smiths Falls K7A 1E7
613-283-5663

80 Division St.
Ontario House
Trenton K8V 5S5
613-392-6549

HALTON-PEEL REGION

Regional Administrator
440 Elizabeth St., Ste. 202
Burlington L7R 2M1
416-632-3122

85 Kennedy Rd. S.
Kennedy Centre, Ste. 2
Brampton L6W 3G1
416-457-1690

c/o Vanier Centre for Women
100 McLaughlin Rd. S.
P.O. Box 1150
Brampton L6V 2M5
416-459-9100

c/o Ontario Correctional Institute
109 McLaughlin Rd. S.
P.O. Box 1888
Brampton L6V 2P1
416-457-7050

440 Elizabeth St.
Burlington L7R 2M1
416-637-3457

232 Guelph St., Ste. 205
P.O. Box 160
Halton Hills (Georgetown) L7G 4Y5
416-877-2268

55 Ontario St.
Milton Mall, 2nd Flr.
Milton L9T 2M3
416-878-7259

c/o Maplehurst Correctional
Centre/Adult Training Centre
661 Martin St., P.O. Box 10
Milton L9T 2Y3
416-878-8141

470 Hensall Circle, Upper Level
Mississauga L5A 3V4
416-276-2117

299 Randall St., Ste. 209
Oakville L6J 6B4
416-845-8571

70 First St., Ste. 202
Orangeville L9W 2E5
519-941-4622

c/o Mimico Correctional Centre
130 Horner Ave.
P.O. Box 75, Station N
Toronto M8V 3S9
416-255-0131

NORTHEAST REGION

Regional Administrator
199 Larch St., 9th Flr.
Sudbury P3E 5P9
705-675-4321

1 Beaumont Dr.
Riverside Shopping Plaza
Highway 11B, Ste. 2, Box 63
Bracebridge P0B 1C0
705-645-8768/9

Birch & Lorne St.
Federal Bldg., P.O. Box 419
Chapleau P0M 1K0
705-864-1230

District Court House
P.O. Box 1119
Cochrane P0L 1C0
705-272-4348

15 Charles Walk
Elliot Lake P5A 2A2
705-848-7091

71 Centre St.
Espanola P0P 1C0
705-869-2882

District Court House
P.O. Box 624
Haileybury P0J 1K0
705-672-3397

P.O. Box 2349
Hearst P0L 1N0
705-362-8600

15 Main St., 2nd Flr.
P.O. Box 1612
Huntsville P0A 1K0
705-789-5721

44 McPherson Ave.
P.O. Box 295
Kapuskasing P5N 2Y4
705-335-6116

23 Prospect Ave., Rm. 12
P.O. Box 232
Kirkland Lake P2N 3H7
705-567-9396

P.O. Box 189
Arthur St.
Manitowaning P0P 1N0
705-859-3184

P.O. Box 487
Moosonee P0L 1Y0
705-336-2984

56 Plouffe St.
North Bay P1B 4G1
705-474-4170

3 Beechwood Dr.
Parry Sound P2A 1Z1
705-746-5809

477 Queen St. E., P.O. Box 115
Sault Ste. Marie P6A 5L2
705-253-1182

Holditch St., P.O. Box 338
Sturgeon Falls P0H 2G0
705-753-1282

199 Larch St., 2nd Flr.
Sudbury P3E 5P9
705-675-4311

38 Pine St. N.
101 Mall, Ste. 122
Timmins P4N 6K6
705-264-5218

NORTHWEST REGION

Regional Administrator
106 N. Cumberland St., 2nd Flr.
Thunder Bay P7A 4M2
807-345-3309

24 Hematite, P.O. Box 988
Atikokan P0T 1C0
807-597-6212

Government Rd., P.O. Box 3000
Ontario Government Bldg., 2nd Flr.
Dryden P8N 3B3
807-223-3356

340 Scott St.
Fort Frances P9A 1G9
807-274-3671

1405 Main St., P.O. Box 1119
Geraldton P0T 1M0
807-854-1774

136 Main St., 2nd Flr.
Kenora P9N 1S4
807-468-3348

216 Water St.
Court House Rm. 113
Kenora P9N 1S4
807-468-6429

64 Front St., P.O. Box 759
Nipigon P0T 2J0
807-887-2938

P.O. Box 845
Red Lake P0V 1L0
807-727-2846

107 Johnson Ave., 2nd Flr.
Thunder Bay P7B 2V9
807-344-5816

OSHAWA-KAWARTHA LAKES REGION

Regional Administrator
146 Simcoe St. N.
Oshawa L1G 4S7
416-571-3772

1 Valleyview Dr.
Bancroft K0L 1C0
613-332-4040

114 Worsley St.
Barrie L4M 1M1
705-726-6461

150 St. Paul St.
Collingwood L9Y 3P2
705-445-3110

County Court House
Lindsay K9V 3R9
705-324-5621

305 Midland Ave.
Ground Flr.
Midland L4R 3K5
705-526-3715

19 Front St. N.
Orillia L3V 4R6
705-325-9508

57 Simcoe St. S., Ste. 2J
Oshawa L1H 4G4
416-579-6500

199 Wentworth St. W., Ste. 3
Oshawa L1J 6P4
416-571-3774

306 George St. N., Top Flr.
Peterborough K9J 3H2
705-743-2661

1305 Sheridan Mall Parkway
Pickering Corporate Centre
Ste. 416
Pickering L1V 3P2
416-831-2600

38 Walton St., Ste. 2
Port Hope L1A 1N1
416-885-4581

SOUTHWEST REGION

Regional Administrator
353 Richmond St., 2nd Flr.
London N6A 3C2
519-679-1760

100 Wellington Square
City Hall, 2nd Flr.
Brantford N3T 2M3
519-752-6505

93 Centre St.
Chatham N7M 4W3
519-352-1243

Court House,
Goderich N7A 1M2
519-524-6282

Selkirk House,
18 Selkirk Ave.,
Leamington N8H 1G3
519-326-5531

80 Dundas St., 1st Flr.
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7120

1730 Dundas St., 2nd Flr.
London N5W 3E2
519-452-3650

700 North Christina St.
Sarnia N7T 3C2
519-337-8891

145 Curtis St.
St. Thomas N5P 3Z7
519-631-3430

7 Simcoe St. S., Ste. 1
Simcoe N34 2X7
519-426-4250

100 Erie St.
Stratford N5A 2M4
519-271-5220

880 Ouellette Ave.
Trade and Commerce Bldg., Ste. 506
Windsor N9A 1C7
519-254-3291

40 Wellington St. N.
Woodstock N4S 6P3
519-539-8175

TORONTO EAST/YORK REGION

Regional Administrator
150 Consumers Rd., Ste. 404
Willowdale M2J 1P9
416-494-0733

713 Davis Dr., Ste. 202
Newmarket L3Y 2R3
416-895-1900

50 Eagle St. W.
c/o Provincial Court
(Criminal Division)
Newmarket L3Y 1J3
416-895-5920

8185 Yonge St., Ste. 212
Thornhill L3T 2C6
416-731-3061

4125 Lawrence Ave. E.
Scarborough M1E 2S2
416-284-3634

1940 Eglinton Ave E., Ste. 204
Scarborough M1L 4R1
416-750-3452

1911 Eglinton Ave. E.
c/o Scarborough Court
(Criminal Division)
Scarborough M1L 4P4
416-757-6601

384 Parliament St., 2nd Flr.
Toronto M5A 2Z7
416-965-0420

2069 Danforth Ave.
Toronto M4C 1J6
416-698-2818

1051 Pape Ave., 2nd Flr.
Toronto M4K 3W3
416-422-1110

200 Consumers Rd., Ste. 608
Willowdale M2J 4R4
416-494-8251

TORONTO WEST REGION

Regional Administrator
2 Dunbloor Rd.
Provincial Bank Bldg., Ste. 312
Islington M9A 2E4
416-248-3901

5233 Dundas St. W., 3rd Flr.
Islington M9B 1A6
416-233-1197

23 Westmore Dr., Ste. 112
Rexdale M9V 3Y7
416-745-4960

1240 Bay St.
5th Flr., Ste. 506
Toronto M5R 2A7
416-965-6434

60 Queen St. W.
Old City Hall, Rm. 321
Toronto M5H 2M4
416-965-6527

444 Yonge St.
College Park Court, 2nd Flr.
Toronto M5B 2H4
416-965-3236

900 Dufferin St.
Dufferin Mall, Ste. 207
Toronto M6H 4B1
416-965-5026

2265 Keele St.
2nd Flr., Ste. 2
Toronto M6M 3Z7
416-248-3273

121 Willowdale Ave., Ste. 102
Willowdale M2N 6A3
416-221-3473

2065 Finch Ave. W.
Downsview M3N 2W7
416-745-6291

WEST CENTRAL REGION

Regional Administrator
1315 Bishop St., 2nd Flr.
Cambridge (Galt) N1R 6Z2
519-623-9090

INSTITUTIONS DIVISION

INSTITUTIONS DIVISION
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3487

1490 Dunbar Rd., Unit 3
Cambridge (Galt) N1R 6R3
519-621-5760

36 Wyndham St. S.
Guelph N1H 7J5
519-836-2600

c/o Guelph Correctional Centre
785 York Rd., P.O. Box 3600
Guelph N1H 6P3
519-822-0020

25 Main St. W. 16th Flr.
Hamilton L8P 1H1
416-523-5540

450 Frederick St., Ste. 302
Kitchener N2H 2P5
519-576-1900

4627 St. Clair Ave., P.O. Box 201
Niagara Falls L2E 6T3
416-356-1507

1131 Second Ave. E., Ste. 105
Owen Sound N4K 2J1
519-376-2236

39 Queen St., Rm. 20
St. Catharines L2R 5G6
416-685-1318

12 Colborne St. S.
Walkerton N0G 2V0
519-881-0760

76 Division St., Ste. 206
Welland L3B 3Z7
416-735-1660

Directors are responsible to the Executive Director, Institutions Division, for the daily operations of the institutions located in the geographic area of their responsibilities.

Correctional institutions include **jails, detention centres** and **correctional centres**. **Jails and detention centres** (modern facilities replacing outdated jails) generally house inmates on remand, awaiting trial or sentencing, those being held for immigration hearings or deportation, those serving relatively short or intermittent sentences, and those awaiting transfer to federal institutions. **Educational** programs emphasize academic, **vocational** technical and life skills courses. Within the correctional centres, industrial trades training programs are also offered. **Correctional centres** provide minimum, medium or maximum security, dependent on the institution's classification. Three camps operate separate programs under their parent institution. The **Ontario Correctional Institute** (Brampton) and the Guelph Assessment and Treatment Unit (**Guelph Correctional Centre**) carry out assessment, treatment and **research**. The following is a list of **correctional institutions** under each of the four regions:

CENTRAL REGION

Regional Director

2 Dunbloor Rd., Ste. 312

Toronto M9A 2E4

416-248-3901

Barrie Jail

87 Mulcaster St., P.O. Box 224

Barrie L4M 4T2

705-728-3933

Hamilton-Wentworth Detention Centre

165 Barton St. E.

Hamilton L8L 2W6

416-523-8800

Camp Hillsdale (Forestry Camp)

Hillsdale L0L 1V0

705-835-3544

(Parent Institution - Barrie Jail)

Maplehurst Correctional Centre/

Adult Training Centre

661 Martin St., P.O. Box 10

Milton L9T 2Y3

416-671-0340

Metropolitan Toronto West

Detention Centre

111 Disco Rd.

Toronto (Etobicoke)

P.O. Box 4950

Toronto M9W 5L6

416-675-1806

Metropolitan Toronto East

Detention Centre

55 Civic Rd.

Scarborough M1L 2K9

416-752-8430

Niagara Detention Centre

Highway 58, P.O. Box 1050

Thorold L2V 4A6

416-227-6321

Toronto Jail

550 Gerrard St. E.

Toronto M4M 1X6

416-466-2164

Mimico Correctional Centre

130 Horner Ave., P.O. Box 75

Toronto M8V 3S9

416-255-0131

EASTERN REGION

Regional Director
1055 Princess St., Ste. 106
Kingston K7L 1H3
613-547-3464

Brockville Jail
Court House Square, P.O. Box 285
Brockville K6V 5V5
613-342-1456

Rideau Correctional Centre
County Rd. 2, P.O. Box 100
Burritt's Rapids K0G 1B0
613-269-4748

Cobourg Jail
77 Albert St.
Cobourg K9A 2P9
416-372-2125

Cornwall Jail
7 Water St. W., P.O. Box 1418
Cornwall K6H 5V5
613-932-5720

Lindsay Jail
50 Victoria Ave. N.
Lindsay K9V 4G3
705-324-3792

L'Orignal Jail
Queen St., P.O. Box 345
L'Orignal K0B 1K0
613-675-4644

Millbrook Correctional Centre
King St. W., P.O. Box 300
Millbrook L0A 1G0
705-932-2624

Quinte Detention Centre
89 Richmond Blvd.
Napanea K7R 3S1
613-354-9701

Ottawa-Carleton Detention Centre
2244 Innes Rd.
Ottawa K1B 4C4
613-824-6080

Pembroke Jail
297 Pembroke St. E.
Pembroke K8A 3K2
613-735-0647

Perth Jail
62 Beckwith St., P.O. Box 144
Perth K7H 3E3
613-267-4303

Peterborough Jail
Sheridan & Brock Sts.
P.O. Box 1480
Peterborough K9J 7H7
705-743-7331

Whitby Jail
200 Victoria St. W.
Whitby L1N 6G3
416-668-7791

WESTERN REGION

Regional Director
1315 Bishop St.
Cambridge N1R 6Z2
519-623-9090

Ontario Correctional Institute
109 McLaughlin Rd. S.
P.O. Box 1888
Brampton L6V 2P1
416-457-7050

Vanier Centre for Women
100 McLaughlin Rd. S.
P.O. Box 1150
Brampton L6V 2M5
416-459-9100

Brantford Jail
105 Market St., P.O. Box 577
Brantford N3T 5N9
519-752-6578

Burtch Correctional Centre

R.R. #1, Mount Pleasant

P.O. Box 940

Brantford N3T 5S6

519-484-2421

Waterloo Detention Centre

182 Hespeler Rd., P.O. Box 307

Cambridge N1R 5V2

519-621-9710

Chatham Jail

17 Seventh St.

Chatham N7M 4J9

519-352-0150

Wellington Detention Centre

588 Stone Rd. E.

Guelph N1H 6M6

519-837-2400

Guelph Correctional Centre

(includes Guelph Assessment and Treatment Unit - GATU)

785 York Rd., P.O. Box 3600

Guelph N1H 6P3

519-822-0020

Camp Dufferin (Forestry Camp)

R.R. #2

Lisle L0M 1M0

705-424-1520

(Parent Institution -

Guelph Correctional Centre)

Elgin-Middlesex Detention Centre

711 Exeter Rd.

P.O. Box 65, Station B

London N6E 1L3

519-686-1922

Owen Sound Jail

1237 Third Ave., P.O. Box 517

Owen Sound N4K 5R1

519-376-0435

Sarnia Jail

700 North Christina St.

Sarnia N7V 3C2

519-337-3261

Stratford Jail

30 St. Andrew St.

Stratford N5A 1A3

519-271-2180

Walkerton Jail

209 Cayley St., P.O. Box 429

Walkerton N0G 2V0

519-881-3442

Windsor Jail

378 Brock St., P.O. Box 38

Windsor N9C 3Y6

519-254-2891

NORTHERN REGION*Regional Director*

199 Larch St., 9th Flr.

Sudbury P3E 5P9

705-675-4321

Fort Frances Jail

310 Nelson St., P.O. Box 189

Fort Frances P9A 3M6

807-274-7708

Haileybury Jail

407 Main St., P.O. Box 578

Haileybury P0J 1K0

705-672-3701

Kenora Jail

1430 River St.

Kenora P9N 1K5

807-468-3168

*Monteith Correctional**Centre & Jail*

Junction Highways 11 & 577

P.O. Box 90

Monteith P0K 1P0

705-232-4092

North Bay Jail

2550 Trout Lake Rd.

P.O. Box 354

North Bay P1B 8H5

705-472-8115

Parry Sound Jail

91-A James St., P.O. Box 166

Parry Sound P2A 2X3

705-746-5631

Sault Ste. Marie Jail

145 McNab St., P.O. Box 415

Sault Ste. Marie P6A 5M1

705-254-6817

Sudbury Jail

181 Elm St. W.

Sudbury P3C 1T8

705-675-4150

Thunder Bay Correctional Centre

Highway 61 S.

P.O. Box 1900, Station F

Thunder Bay P7C 4Y4

807-577-8401

Thunder Bay Jail

285 McDougall St.

P.O. Box 2806, Station P

Thunder Bay P7B 5G3

807-345-7364

INSTITUTIONAL STAFF TRAINING BR

434 University Ave., 4th Flr.

Toronto M7A 1A2

416-965-9241

CORRECTIONS 20

Institutional Staff Training Branch is responsible for training of all staff in the Ministry's **correctional institutions**. This includes Correctional Officer training and management development programs for middle and senior institutional management. Courses are delivered in several locations throughout the province.

The division's four regional offices and the **correctional institution** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3546

CORRECTIONS 21

The branch coordinates and supervises program development within correctional institutions and monitors activities in the following areas: energy management, medical, nursing, food services, recreation, industries, self sufficiency, library, education, volunteers, dentistry, psychology, social work, chaplaincy and inmate classification and transfer.

Primary clients are **inmates** of the Ministry's **correctional institutions**, however, some services are available to **probationers** and **parolees** as well.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry. Institutional program support services are described individually in the entries that follow.

CHAPLAINCY SERVICES

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3546

CORRECTIONS 22

Twenty-one full and part-time chaplains, as well as numerous volunteers, provide service

to **inmates in correctional institutions**. The service is coordinated by four regional chaplains and the Provincial Coordinator of Chaplaincy Services.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

DENTISTRY SERVICES

CORRECTIONS 23

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3546

Emergency and essential **dental** treatment is provided for all **inmates in correctional institutions**.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

EDUCATION PROGRAMS

CORRECTIONS 24

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3366

Educational programming for **inmates in correctional institutions** includes academic, technical, vocational and life skills courses. Basic reading and mathematics are provided for illiterates. **Apprenticeship** and secondary school credits can be earned.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

ENERGY MANAGEMENT

CORRECTIONS 25

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3366

The energy management program is responsible for the conservation of **energy** and the reduction of waste in **correctional institutions**.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

FOOD SERVICES

CORRECTIONS 26

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.

Scarborough M1L 4P1

416-750-3366

A nutritionally adequate diet is provided for **inmates in all correctional institutions**. Special diets for the treatment of illness and for the observance of religious dietary practices are provided. Training in food service operation is also available to **inmates**.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

INDUSTRIAL PROGRAMS
INSTITUTIONAL PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3366

CORRECTIONS 27

Institutional industries provide work and on-the-job training for **inmates** in **correctional centres**. The manufactured products are sold to other ministries or governments and are used in **correctional institutions**.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

INMATE CLASSIFICATION AND TRANSFER
SECTION
INSTITUTIONAL PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3480

CORRECTIONS 28

The section is responsible for the classification and reclassification of all **inmates** sentenced to correctional centres or Ministry treatment facilities, as well as the transfer of prisoners. This section also coordinates the exchange of prisoners with other jurisdictions.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

INSTITUTIONAL VOLUNTEER PROGRAMS
INSTITUTIONAL PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3546

CORRECTIONS 29

The Ministry at present has 2,500 volunteers who work in **correctional institutions** providing a variety of services for **inmates**.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

LIBRARY SERVICES
INSTITUTIONAL PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3481

CORRECTIONS 30

Provides **library** services to **inmates** and staff in the Ministry of Correctional Services. The library (basement level, 2001 Eglinton Ave. East) operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

MEDICAL SERVICES

CORRECTIONS 31

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3546

Ensures that all necessary **health** care services are available for all persons placed in the care of the Ministry.

The Psychiatric Services area provides assessment of **inmates** and treatment for mental illnesses; services are available both for programs within the institutions and for the Ministry's community programs as well.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

NURSING SERVICES

CORRECTIONS 32

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3546

Provides nursing service to all **correctional institutions** in conjunction with the attending physician. Nurses act as the coordinators of the health care delivery system in the institutions.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

PSYCHOLOGY SERVICES

CORRECTIONS 33

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3546

Full and part-time psychologists and full and part-time psychometrists provide a variety of assessment and treatment services for **inmates** in **correctional institutions**, as well as providing consultation/assessment for probationers.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

RECREATION SERVICES

CORRECTIONS 34

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3546

Provides **leisure education** and **fitness** programs and a wide variety of recreation activities for **inmates** in **correctional institutions**.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

SELF-SUFFICIENCY PROGRAM
 INSTITUTIONAL PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3546

CORRECTIONS 35

The Self-Sufficiency Program is responsible for projects in which **inmates** help produce **food** and other items to supply their own needs.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

SOCIAL WORK PROGRAM
 INSTITUTIONAL PROGRAM SUPPORT SERVICES BR
 2001 Eglinton Ave., E.
 Scarborough M1L 4P1
 416-750-3546

CORRECTIONS 36

Full and part-time social workers provide a variety of services for **inmates**. Several social workers operate in the role of correctional classification counsellors.

The division's four regional offices and the **correctional institutions** in each region are listed under the Institutions Division (CORRECTIONS 19) entry.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1).

ONTARIO BOARD OF PAROLE
 2195 Yonge St., 2nd Flr.
 Toronto M4S 2B2
 416-963-0368

CORRECTIONS 37

The Ontario Board of Parole considers for **parole inmates** serving sentences of less than two years. The Board reviews the terms of persons in provincial correctional institutions only, not those of persons in federal institutions. The Chairman is responsible for the overall administration of the Board and for five Regional Boards and their members. The Regional Boards are responsible to the Chairman of the Ontario Board of Parole for all parole considerations made in the regions.

Western Regional Parole Board
 P.O. Box 1716
Guelph N1H 6P3
 519-822-0482

Northern Regional Parole Board
 P.O. Box 90
Monteith P0K 1P0
 705-232-6969

Eastern Regional Parole Board
 1055 Princess St., Ste. 307
Kingston K7L 1H3
 613-547-3461

Chairman's Office
 2195 Yonge St.
Toronto M4S 2B2
 416-963-0700

Central Regional Parole Board
2195 Yonge St.
Toronto M4S 2B2
416-963-0880

West Central Regional Parole Board
2195 Yonge St.
Toronto M4S 2B2
416-963-0967

ACTS CORRECTIONS 38

The Ministry of Correctional Services administers the Ministry of Correctional Services Act.

MINISTRY OF EDUCATION

Mowat Block, 900 Bay St.

Queen's Park, Toronto M7A 1L2

The Ministry of Education ensures the provision of elementary and secondary school education in Ontario including correspondence courses, schools for the deaf, the blind and the handicapped.

The Ministry of Education was established in February 1867 under the administration of a Minister. It was formed following the recommendations of Edgerton Ryerson on his retirement, and was one of the first Ontario government departments to operate under a Minister. A number of programs and agencies have been developed under the jurisdiction of the Ministry of Education, which have then been transferred to other authorities. In 1979 the Ministry of Education and the Ministry of Colleges and Universities came under the jurisdiction of the same Minister and the service branches of the two Ministries merged so that the support services are provided in common. Today, the Ministry operates under the Education Act.

ASSISTANT DEPUTY MINISTER'S OFFICE

ASSISTANT DEPUTY MINISTER FRANCO-ONTARIAN EDUCATION

EDUC 1

Mowat Block, 900 Bay St., 22nd Flr.

Queen's Park, Toronto M7A 1L2

416-965-2190

The office of the Assistant Deputy Minister, **Franco-Ontarian** Education deals with all matters pertaining to the **education** of **Francophones** at the elementary, secondary and post secondary levels.

ASSISTANT DEPUTY MINISTER ADMINISTRATION AND PLANNING DIVISION

PERSONNEL BR

EDUC 2

Mowat Block, 900 Bay St., 20th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2222

Performs the personnel functions for the Ministry of Education and the Ministry of Colleges and Universities. The branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their unit. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, staff development, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministries' personnel, payroll and employee benefit records. It also provides liaison between the Ministries and the Civil Service Commission, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

EXECUTIVE DIRECTOR PLANNING AND POLICY ANALYSIS

GRANTS POLICY BR

EDUC 3

Mowat Block, 900 Bay St., 19th Flr.
Queen's Park, Toronto M7A 1L2
416-965-6401

Serves the Ministry of Education and the Ministry of Colleges and Universities. Determines policy for the distribution of general legislative **grants** to publicly supported **school boards**. Provides **architectural** advice to school boards and architects on building needs and controls the allocation of capital funds for the construction of elementary and secondary **schools**. Determines and issues final approval for costs of **school board** capital projects approved for provincial funding (965-4876). Conducts **research** in **energy conservation** in schools, colleges and universities.

MANAGEMENT INFORMATION SYSTEMS BR

EDUC 4

Mowat Block, 900 Bay St., 18th Flr.
Queen's Park, Toronto M7A 1L2
416-965-6401

Serves the Ministry of Education and the Ministry of Colleges and Universities. The branch gathers, validates and analyses data on **school boards, schools and universities** (965-2636/3156). It maintains a record of registered and inspected **private schools** operating in the province (965-6802) and develops **education statistics** and **publications** (965-2636). The Customer Services unit (965-6669) facilitates the provision of relevant and economic data processing services to the Ministries' internal and external users including the secondary and post-secondary educational communities and also the **Educational Computing Network of Ontario** (965-6669). Data Processing systems development, information services and administrative services are available to **school boards**. These services include systems for: creating **student** time-tables, administering personnel payroll records and providing assistance to **students** in **career** and educational planning (965-6689). The Computer Research and Training unit provides up-to-date **research** on the uses of **micro-computers** and **computer** applications for classroom instruction (965-4738). In addition, an ongoing staff training and development program is maintained by the unit.

POLICY ANALYSIS AND LEGISLATION BR

EDUC 5

Mowat Block, 900 Bay St., 15th Flr.
Queen's Park, Toronto M7A 1L2
416-965-2060

Serves both the Ministry of Education and the Ministry of Colleges and Universities. Provides policy advice, analysis and interpretation for the two Ministries; serves in a liaison capacity with the **Council of Ministers of Education** (Canada) and other external bodies related to education and participates in the Ministries' **youth employment** program. The legislation unit and the legal services unit provide **legal services** to the two Ministries and **information services** and advice to **school boards**, municipalities, teachers and the public about education statutes that affect their rights, duties and responsibilities. The legal unit counsels the Ministries on legal matters including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministries with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc.

AFFIRMATIVE ACTION PROGRAM POLICY ANALYSIS AND LEGISLATION BR

EDUC 6

Mowat Block, 900 Bay St., 15th Flr.
Queen's Park, Toronto M7A 1L2
416-965-2060

The Affirmative Action Program Manager develops, implements and evaluates the Affirmative Action Program to improve the status of this Ministry's and the Ministry of Colleges and Universities' female employees with the ultimate aim of ensuring equal opportunity for women.

RESEARCH BR

EDUC 7

Mowat Block, 900 Bay St., 15th Flr.
Queen's Park, Toronto M7A 1L2
416-965-6789

Serves the Ministry of Education and the Ministry of Colleges and Universities. Disseminates **education research** results to school boards and to the public and may provide contracts for education **research** proposed by qualified researchers in Ontario educational organizations (965-3141). The branch publishes research findings on the Ministries' research contracts through the Ontario Government Bookstore and develops and coordinates educational evaluation systems.

The branch also includes the **Information Centre** (965-1451) which maintains a collection of books, periodicals, reports, and other materials relevant to the functions of the two Ministries; is an access point to numerous other information sources both within and outside the Ministries; and provides **library** reference, research, and current awareness services to the staff of the two ministries. The Information Centre operates a **reading room** (965-1451) for the two Ministries providing access to publications, statutes, regulations, manuals and internal procedures. The **ONTERIS (Ontario Education Resources Information System)** Program is a part of the Information Centre. ONTERIS is developing data bases providing information on educational **research** reports, **curriculum** documents and other materials. These data bases are accessible online.

EXECUTIVE DIRECTOR FINANCE AND ADMINISTRATIVE SERVICES

COMMUNICATION SERVICES BR

EDUC 8

Mowat Block, 900 Bay St., 14th Flr.
Queen's Park, Toronto M7A 1L2
416-965-6407
Toll free: 1-800-268-7501
Area Code 807 ask operator for Zenith 64140

Serves the Ministry of Education and the Ministry of Colleges and Universities. The branch operates public information programs for the two Ministries and a public information service, answering written and telephone enquiries on all **education** related matters; stages **exhibits** in support of activities of the Ministries; supervises the production of all publications issued by the two Ministries.

FINANCIAL SERVICES BR

EDUC 9

Mowat Block, 900 Bay St., 20th Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-2613

Serves the Ministry of Education and the Ministry of Colleges and Universities. Administers all programs of **grants** to **school boards**, **colleges** of applied arts and technology, **universities** and related institutions (965-7954). Sets standards for, advises on, and supervises the **audit** of financial documents of institutions (965-7954). Prepares claims on **federal-provincial** cost sharing programs (965-3595) and provides financial management and **accounting**, the collection of **loans** made under the **Ontario Student Aid Loan Plan**, and of fees and revenues, including fees for duplicates of students' transcripts and teachers' certificates and fees from tradesmen and apprentices.

MANAGEMENT REVIEW BR

EDUC 10

Mowat Block, 900 Bay St., 7th Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-5921

Internal Audit Section (965-3939) monitors operations which have financial consequences in order to maximize their efficiency and effectiveness. Secures compliance with financial policies and guidelines and confirms the integrity of records on which financial and management decisions are based.

Financial Management and Control Section (965-3100) provides ministry liaison with the Management Board Secretariat; administers all submissions to Management Board and implements Management Board minutes. Advises and assists branches and senior management with budgetary problems; administers funds allocation and estimates; monitors and reports on expenditure and revenue. Administers the Ministry's management by results (MBR) program.

Management Development Section (965-3100) assists in designing and implementing improvements in management and administrative methods. Administers the Ministry's Branch Review program and management by results (MBR) improvement program. Helps branches identify and solve specific management problems.

OFFICE SERVICES BR

EDUC 11

Mowat Block, 900 Bay St., 7th Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-4503

Serves the Ministry of Education and the Ministry of Colleges and Universities, providing administrative services to both Ministries. These services include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for office safety supervision.

ASSISTANT DEPUTY MINISTER EDUCATION PROGRAMS

CORRESPONDENCE EDUCATION PROVINCIAL SCHOOLS BR

EDUC 12

909 Yonge St.
Toronto M4W 3G2
In Toronto, call 965-2657
Elsewhere in Ontario, call 1-800-268-7065

Within the Provincial Schools Branch, Correspondence Education provides for Ontario residents a program of elementary school **correspondence courses** (Grades 1-8) and secondary school **correspondence courses** (Grades 9-13). The courses are free of charge and available throughout the year; a number of them are offered in English and **French**. Certificates and **diplomas** earned by students for successful completion of courses are the same as those issued for completion of courses in Ontario elementary and secondary **schools**. For information about courses, e.g., conditions for enrolment procedures, call the above numbers or contact the Ministry Regional Offices (listed under the Regional Offices entry, EDUC 20).

SCHOOLS FOR THE BLIND AND THE DEAF PROVINCIAL SCHOOLS BR

EDUC 13

Mowat Block, 900 Bay St., 21st Flr.
Queen's Park, Toronto M7A 1L2
416-965-2312

Four **schools** listed below provide residential education programs for the **blind** and the **deaf**. While the Robarts and E.C. Drury Schools offer five day a week residential programs, the Sir James Whitney and W. Ross Macdonald Schools offer a seven day a week residential program. The schools for the deaf also provide programs for day **students**.

The Sir James Whitney School operates a **teacher education centre** in Belleville for **teachers** of the **deaf** while the W. Ross Macdonald School provides teacher training for teachers of both the blind and the deaf/blind.

The Schools for the Blind and the Deaf also serve as resource centres for local school boards establishing day school programs for exceptional students.

SCHOOLS FOR THE DEAF AND THE BLIND

The Sir James Whitney School (Deaf)

350 Dundas St. W.
Belleville K8P 1B2
613-962-5361

The W. Ross Macdonald School (Blind)

350 Brant Ave.
Brantford N3T 3J9
519-759-0730

The Robarts School (Deaf)

1090 Highbury Ave.
Box 7300
London N5Y 4V9
519-453-4400

The Ernest C. Drury School (Deaf)

255 Ontario St.
Milton L9T 2M5
416-878-2851

DEVELOPMENTAL CENTRE SCHOOLS

PROVINCIAL SCHOOLS BR

EDUC 14

Mowat Block, 900 Bay St., 21st Flr.

Queen's Park, Toronto M7A 1L2

416-965-2312

The **developmental centre schools** listed below provide residential educational programs for the **mentally retarded**, developmentally **handicapped** or **emotionally disturbed**.

The developmental centre schools also serve as resource centres for local school boards establishing day school programs for exceptional students.

Adult Occupational Centre, Edgar

Box 12000

Barrie L4M 4W3

705-728-6910

Midwestern Regional Centre

Box 400

Palmerston N0G 2P0

519-343-2015

Southwestern Regional Centre

Box 1000

Blenheim N0P 1A0

519-676-5431 Ext. 232

Prince Edward Heights

Box 440

Picton K0K 2T0

613-476-2105

Muskoka Centre

Box 280

Gravenhurst P0C 1G0

705-687-2201

Thistletown Regional Centre

51 Panorama Court

Rexdale M9V 4L8

416-741-1210 Ext. 341

White Oaks School

Box 1002

Hagersville N0A 1H0

416-527-0761

Rideau Regional Centre

Box 2000

Smiths Falls K7A 4T7

613-283-5533

South Cottage School

Box 7777

Kingston K7L 5H1

613-549-5600 Ext. 213

Northwestern Regional Centre

Box 3270

Thunder Bay P7B 5J8

807-345-0576 Ext. 331

CPRI

Box 2460

London N6A 4G6

519-471-2540

Surrey Place Centre

2 Surrey Place

Toronto M5S 2C2

416-925-5141

Huron Regional Centre

Box 1000

Orillia L3V 6L2

705-326-7361 Ext. 372

TRAINING SCHOOLS
PROVINCIAL SCHOOLS BR
 Mowat Block, 900 Bay St., 21st Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-5158

EDUC 15

Training schools listed below provide educational programs for socially maladjusted pupils referred by the Ministry of Community and Social Services. The training schools also serve as resource centres for local school boards establishing day school programs for exceptional students.

Brookside School
 Box 159
Cobourg K9A 4K6
 416-372-5451

Sprucedale School
 Box 606
Simcoe N3Y 4L8
 519-426-3561

Syl Apps School
 475 Iroquois Shore Rd
Oakville L6J 5E8
 416-844-4110

Cecil Facer School
 Box 850, Station 'B'
Sudbury P3E 4S3
 705-522-1250

REGIONAL SCHOOLS FOR NURSING
ASSISTANTS
PROVINCIAL SCHOOLS BR
 Mowat Block, 900 Bay St., 21st Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-4568

EDUC 16

Nursing assistant programs are provided in five regional schools listed below.

The Hamilton School
 31 Walnut St. S.
Hamilton L8N 2K9
 416-529-1187

The Thunder Bay School
 1111 Victoria Ave., 2nd Flr.
Thunder Bay P7C 1B7
 807-475-1615

The London School
 205 York St., 2nd Flr.
London N6A 1B4
 519-432-7506

The Toronto School
 90 Gerrard St. W., 3rd Flr.
Toronto M5G 1J6
 416-965-2131

The Sudbury School
 40 Larch St., 3rd Flr.
Sudbury P3E 5M7
 705-673-5001

PRIVATE VOCATIONAL SCHOOLS PROVINCIAL SCHOOLS BR

EDUC 17

Mowat Block, 900 Bay St., 21st Flr.
Queen's Park, Toronto M7A 1L2
416-965-5348

The Private Vocational Schools section of the Provincial Schools Branch is responsible for registering and regulating private vocational **schools** throughout the Province.

DEMONSTRATION SCHOOLS PROVINCIAL SCHOOLS BR

EDUC 18

Mowat Block, 900 Bay St., 21st Flr.
Queen's Park, Toronto M7A 1L2
416-965-5158

The residential demonstration schools listed below are designed for **children** with severe **learning disabilities** who cannot otherwise receive an appropriate education from their local school boards. The Trillium School is for English speaking students while Centre Jules Leger is for French speaking students.

The demonstration schools also serve as resource centres for local school boards establishing day school programs for exceptional students.

Trillium School
347 Ontario St. S.
Milton L9T 3X9
416-878-8428

Centre Jules Leger
631 Smythe Rd.
Ottawa K1G 1N7
613-523-7063

EXECUTIVE DIRECTOR REGIONAL SERVICES

REGIONAL SERVICES SECRETARIAT

EDUC 19

Mowat Block, 900 Bay St., 21st Flr.
Queen's Park, Toronto M7A 1L2
416-965-8301

The Regional Services Secretariat provides a coordination and support function for the Regional Services Division with particular emphasis on implementation and evaluation activities. It administers the program for the inspection of **private schools** and provides the services of the **Provincial School Attendance Counsellor**.

REGIONAL OFFICES

EDUC 20

416-965-8301

The Regional Offices inform school systems about Ministry programs and policies on **education** and ensure, in collaboration with local school boards, that these policies are carried out; inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation; assist **school boards** to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure; maintain liaison with the public, **universities**, faculties of **education**, other ministries and related bodies; administer programs and policies delegated to regional directors. There are six regional offices in Ontario:

Western Ontario Region

759 Hyde Park

London N6H 3S6

519-472-1440

For toll-free number see

blue pages of telephone directory

Northeastern Ontario Region

Box 3020

447 McKeown Ave.

North Bay P1B 8K7

705-474-7210

If long distance ask operator for

Zenith 20870 (English) or

Zenith 51660 (French)

Eastern Ontario Region

1580 Merivale Rd.

Ottawa K2G 4B5

613-225-9210

If long distance ask operator for

Zenith 20870

Midnorthern Ontario Region

199 Larch St.

Sudbury P3E 5P9

705-675-4401

For toll-free number see

blue pages of telephone directory

Northwestern Ontario Region

Box 5000

Thunder Bay P7C 5G6

807-745-1571

If long distance ask operator for

Zenith 20870

Central Ontario Region

Heron's Hill Bldg., Ste. 3201

2025 Sheppard Ave. E.

Toronto M2J 1W4

416-491-0330

If long distance ask operator for

Zenith 20870

CURRICULUM DEVELOPMENT

ELEMENTARY EDUCATION BR

EDUC 21

Mowat Block, 900 Bay St., 16th Flr.

Queen's Park, Toronto M7A 1L2

416-965-5982

Develops school program circulars and supporting documents for the primary and junior divisions (junior kindergarten to grade 6) in English and **French**, **curriculum** guidelines and supporting documents for the intermediate division (grades 7-10) in English and French, documentary materials for **French** as a Second Language and courses for and about **Native peoples**. Promotes **multiculturalism** and heritage languages.

SENIOR AND CONTINUING EDUCATION BR

EDUC 22

Mowat Block, 900 Bay St., 17th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2666

Produces **curriculum** guidelines, resource materials and circulars for use in Ontario schools for grades 11-13 and annotated lists of Canadian materials. The branch is also responsible for **metric conversion** in primary and secondary schools and for guidance **curriculum** from kindergarten to grade 13. The **Student Guidance Information Service** (SGIS), 965-3592, provides computerized **career** and institutional information to schools. The branch is responsible for continuing education (night school and adult day school) policy as it relates to elementary and secondary schools.

SPECIAL EDUCATION BR

EDUC 23

Mowat Block, 900 Bay St., 17th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2662

Advises the Minister of Education on program policy regarding the education of exceptional **students** in elementary and secondary schools and **schools** for the trainable **mentally retarded**; provides liaison with professional and parent groups and government agencies on programs for exceptional **students**. Provides counselling, resources and guidelines to school boards for **special education** programs operated by local school systems and to faculties of education which offer courses in **special education**.

SPECIAL PROJECTS BR

EDUC 24

Mowat Block, 900 Bay St., 17th Flr.

Queen's Park, Toronto M7A 1L2

416-965-5620

The branch encourages educational and **cultural exchanges** of **students** and **teachers** (965-5635) and may provide **grants** for these projects, including; **Educational Exchange Programs** and **Ontario-Quebec School Twinning** (965-5989); **Ontario Young Travellers** (965-9116); **School Twinning** (e.g., **Project Canada**, **Project School-to-School**, (965-9116); **Teacher Exchange Programs**, **international** (965-1129) and **inter-provincial** (965-5635); and **Experience Programs** (youth employment, 965-9116). Administers the **Second-Language Monitor Program** in which bilingual university students act as monitors to teachers of **French** or **English as a second language** (965-5996). Operates the **Ontario Student Leadership Centre** (965-6410). For information on **Circular 14** (list of approved textbooks) and the **Book Purchase Plan** call 965-9117; call 965-9178 for the **Learning Materials Development Plan**; 965-9167 for **French** learning materials. Also administers the **French Language Professional Development Fund** for **teachers** (965-9170).

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

EDUCATION RELATIONS COMMISSION

EDUC 25

111 Avenue Rd.

Toronto M5R 3J8

416-922-7679

Education Relations Commission (ERC) was established in 1975 to administer the **collective bargaining** process between **teachers** and **school boards** and to further harmonious relations between the parties. Monitors and assists in negotiations, supervises voting by teachers and advises the Lieutenant-Governor in Council when a strike or a lockout is jeopardizing the students' education.

LANGUAGES OF INSTRUCTION COMMISSION

EDUC 26

25 Grosvenor St.
Toronto M4Y 1A9
416-965-3155

The **Languages of Instruction Commission** of Ontario was established to help resolve disputes between **school boards** and parents over the provision of **education** programs in the **language** of a minority group, **French** or **English** as the case may be.

ONTARIO EDUCATIONAL SERVICES CORPORATION

EDUC 27

102 Bloor St. W.
Toronto M5S 1M8
416-965-1923
telex:06-218434 ONTEDSVCRP TOR

The Ontario Educational Services Corporation (OESC) is a Crown agency of the Government of Ontario established to provide **international** access to Ontario's **educational** system, resources and expertise. OESC, working in cooperation with Canada's private sector, and with foreign agencies and government departments, will make available a wide range of services and resources in order to assist other countries in the development of their educational systems.

OESC is committed to helping people in other countries to realize their own training and educational goals and does not seek to impose the structure or the characteristics of the Ontario system on the people of overseas countries.

TEACHERS SUPERANNUATION COMMISSION

EDUC 28

190 Finch Ave. W.
Willowdale M2R 1M4
416-226-2700

Provides **pensions** under the **Teachers' Superannuation Act** for **teachers** in elementary and secondary fields, who hold a valid Ontario Teaching Certificate. These pensions are provided upon retirement or early retirement because of physical or mental disability. The commission is composed of six people appointed by the Ministry and one member elected from each of the following: Ontario Public School Men Teachers' Federation, Ontario English Catholic Teachers' Association, Association des Enseignants Franco-Ontarien, Ontario Secondary School Teachers' Federation, Federation of Women Teachers' Association of Ontario.

PROVINCIAL SCHOOLS AUTHORITY

EDUC 29

Mowat Block, 900 Bay St.
Queen's Park, Toronto M7A 1L2
416-965-8301

The **Provincial Schools Authority** was established under the Provincial Schools Negotiations Act in 1975. The authority is the legal employer of the **teachers** in educational programs operated by the Ministries of Correctional Services, Education and Health and negotiates, on behalf of those ministries, with the organization representing the **teachers** who have the same bargaining rights as those employed by school boards. The authority is also responsible for the administration of the collective agreement.

COUNCIL FOR FRANCO-ONTARIAN EDUCATION

EDUC 30

Manulife Centre, Ste. 802

55 Bloor St. W.

Toronto M4W 1A5

416-963-1125

The Council for Franco-Ontarian Education is an advisory body to the Minister of Education and the Minister of Colleges and Universities. Its purpose is to advise the Minister on all matters concerning the education of Franco-Ontarians from junior kindergarten to university.

CONSEIL DE L'EDUCATION FRANCO-ONTARIENNE

Le Conseil de l'éducation franco-ontarienne est un organisme consultatif auprès du ministre de l'éducation et du ministre des Collèges et Universités. Son mandat est de conseiller le ministre sur toutes questions relatives à l'éducation des Franco-Ontariens de la pré-maternelle à l'université.

ACTS

EDUC 31

The following is a list of Acts administered by the Ministry of Education. For information of which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Education Act

Essex County French-language Secondary School Act, 1977

Lake Superior Board of Education Act

Leeds and Grenville County Board of Education and Teachers Dispute Act, 1981

Ontario Institute for Studies in Education Act

Ontario School Trustees' Council Act

Provincial Schools Negotiations Act

School Boards and Teachers Collective Negotiations Act

School Trust Conveyances Act

Teachers' Superannuation Act

Teaching Profession Act

MINISTRY OF ENERGY

56 Wellesley St. W.

Toronto M7A 2B7

An Advisory committee on Energy, appointed by an Order in Council in August, 1971, recommended that a separate ministry for energy be established which would develop a comprehensive and coordinated energy policy for the Province. At that time, energy matters in Ontario were affected by 38 major acts and 9 ministries were involved to varying degrees. This recommendation was accepted and a new ministry, under the Ministry of Energy Act, was established in 1973.

The following groups, each under the direction of an executive coordinator or equivalent, were part of the new ministry: Energy Technology, Information and Analysis, Legal Services and Conventional Energy. This structure remained until August, 1977, when an Energy Conservation Group was formed, its functions replacing most of those of the Energy Technology Group which ceased to exist about a year later. This new group included information service to the public. The Information and Analysis Group, which had provided library services and statistical information rather than general public information, was renamed Strategic Planning and Analysis Group, to avoid confusion and to reflect its changing role.

In October, 1977, the Energy Conservation Group expanded to become the Conservation and Renewable Energy Group.

In February, 1981, the Communications Group was created due to increasing demand for communications services. Staff previously with Conservation and Renewable Energy Group's Information Services unit were merged with other communications staff in the Ministry to allow for more effective planning and delivery of communications services.

MINISTRY OF ENERGY

In Toronto, Call 416-965-2459

Elsewhere in Ontario, ask operator for Zenith 80420

ENERGY 1

The Ministry of Energy ensures that Ontario receives an adequate and secure supply of **energy** at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and **Ontario Hydro Corporation**; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the **Ontario Energy Board**, both of which function independently of the Ministry. The Ministry operates a **library** (965-9174), which in turn operates the Ministry **reading room**, providing public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. For general information on this Ministry, call the numbers listed above. The Ministry's programs and agencies are described in the entries that follow.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM

ENERGY 2

56 Wellesley St. W., 12th Flr.

Toronto M7A 2B7

416-965-1568

The Ministry's Affirmative Action Program Manager plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees in the Ministry with the ultimate aim of ensuring equal opportunity for women. Activities include counselling of the Ministry's female employees on job related issues and career goals.

COMMUNICATIONS SERVICES GROUP

ENERGY 3

56 Wellesley St. W., 12th Flr.

Toronto M7A 2B7

In Toronto, call 416-965-2459/416-965-3246

Elsewhere in Ontario, ask Operator for Zenith 80420

The Communications Services Group provides information on **energy**. General inquiries can be made at 965-2459. Specific inquiries on energy conservation and renewable energy, including **home insulation**, the **heat save program**, solar energy, and energy from waste, should be directed to 965-3246. Communications Services is also responsible for the development of programs for public relations and community events, including display shows, conferences, seminars, openings and fairs. The Group also coordinates and directs production of materials such as publications and audio-visuals. A key function is communications planning. This contributes to effective communications by identifying, for various Ministry programs, target audiences and appropriate communication approaches for each.

CONSERVATION & RENEWABLE ENERGY

ENERGY 4

56 Wellesley St. W., 12th Flr.

Toronto M7A 2B7

The Energy Conservation Section (965-3051) is responsible for the development of policies and coordination of government-wide programs for the conservation of **energy** including measures designed for consumers and homeowners, innovations in **transportation** and urban development, improvements in energy use in public **buildings** and selected commercial enterprises, and public awareness. The Ministry also helps educators in the Ontario public **educational** system to deal knowledgeably and adequately with a changing energy situation through curriculum and professional development and selecting as well as providing teaching aids. The Ministry is jointly sponsoring, with the **Municipal Liaison Committee**, the **Municipal Energy Conservation Program** which assists **municipalities** throughout Ontario to establish voluntary energy conservation programs.

Renewable Energy Section (965-4365) develops policies and programs for alternate sources of **energy** such as solar heating, wind, wood, **municipal**, **agricultural** and **forest waste**, synthetic liquid **fuels** (e.g. alcohol, methanol) and the indigenous biomass resources of Ontario. The section currently operates two major programs - the provincial **Energy from Waste Program** designed to assist municipalities and industry to generate useful energy from municipal **waste** and/or wood waste and the **Ontario Solar Energy Development Program**, a \$50 million, 5 year program of development and demonstration of solar energy in a wide variety of passive and active solar applications. The Commercial/-

Industrial Solar Demonstration Program is described in a separate entry (ENERGY 5). The section is also heavily involved in the policy and program coordination of the Ministry's \$75 million, 5 year **alternative transportation fuels program** and is also developing alternative **electrical** power systems for remote areas.

COMMERCIAL/INDUSTRIAL SOLAR DEMONSTRATION PROGRAM

ENERGY 5

56 Wellesley St. W., 12th Flr.
Toronto M7A 2B7

The **Commercial/Industrial Solar Demonstration Program** is a 5 year development and demonstration program with four major objectives: to expand Ontario's solar industry by creating a market for solar energy products and services; to provide experience for manufacturers and installers of solar equipment and owner operators of commercial and industrial buildings; to increase market acceptance and use of solar energy; and to increase knowledge of the cost/performance ratio of solar systems through monitoring of new installations. Under the program, the Ministry of Energy will share the cost of purchasing and installing solar energy systems with **commercial and industrial companies, municipalities and registered non-profit and religious organizations** which own and operate commercial or industrial buildings or industrial process systems in Ontario. For more information contact Information Officer, Commercial/Industrial Solar Demonstration Program, at the above address, 416-965-3246 or ask Operator for Zenith 80420.

CONVENTIONAL ENERGY GROUP

ENERGY 6

56 Wellesley St. W., 11th Flr.
Toronto M7A 2B7
416-965-7021

The Conventional Energy Program consists of the development of policy related to crude **oil, petroleum** products and **petrochemicals, natural gas, coal, and uranium**. It also consists of policy development related to **electrical** energy including **nuclear** and hydraulic generation.

LEGAL SERVICES GROUP

ENERGY 7

56 Wellesley St. W., 12th Flr.
Toronto M7A 2B7
416-965-6251

Legal Services counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing contracts, representing the Ministry before tribunals, etc. The Legal Branch is responsible to the Attorney General's Office.

STRATEGIC PLANNING & ANALYSIS GROUP

ENERGY 8

56 Wellesley St. W., 12th Flr.
Toronto M7A 2B7
416-965-0530

This group gives quantitative analytical support to Ministry staff, maintains **statistical** information relating to **energy** and economics, prepares energy supply/demand forecasts, and liaises with other government bodies. This group provides strategic advice to the

Ministry and government through the recommendation of energy goals and objectives and the development of programs and resource allocation plans and priorities.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO ENERGY BOARD

ENERGY 9

14 Carlton St., 9th Flr.

Toronto M5B 1J2

416-963-0821

The Ontario Energy Board regulates certain phases of the **natural gas** industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, **expropriation** for pipelines, franchises for natural gas companies to serve designated areas and acquisitions. Acts upon references by the Minister of Energy about wholesale **Ontario Hydro** rates, and by the Lieutenant-Governor in Council on any questions about **energy**. The Board answers to the Legislature through the Minister of Energy.

ONTARIO ENERGY CORPORATION

ENERGY 10

101 Bloor St. W.

Toronto M5S 1P8

416-965-2441

The Ontario Energy Corporation was established in 1975 to invest, or otherwise participate, in **energy** projects which support overall provincial energy policies to increase Ontario's energy self-sufficiency. The Corporation is involved in equity **investment** rather than subsidy or grant. To allow greater investment flexibility and to encourage the development of renewable and recoverable energy, the Corporation was restructured and its mandate broadened in 1979. It is now composed of four wholly owned subsidiaries: **Energy Resources Ltd.**, **Alternate Energy Ltd.**, **PowerShare Ltd.** and **Energy in Transportation Ltd.** Energy Resources is involved in exploring for oil, gas and lignite and assessing peat and oil shale potential in Ontario. Alternate Energy is examining the possibilities for deriving energy as steam and electricity from municipal **waste** as well as studying the commercial potential of synthetic **fuels** such as ethanol and methanol. PowerShare is assessing the potential of using waste heat from nuclear power stations, wood waste and pipeline compression stations to heat greenhouses, fish-farms and industrial parks. Energy in Transportation is determining the commercial potential of computerized **transit** systems, vanpooling, carpooling and conventional **vehicles** run by alcohol **fuels**.

ONTARIO HYDRO

ENERGY 11

700 University Ave.

Toronto M5G 1X6

416-592-5111

Ontario Hydro supplies electrical **energy** to the people of Ontario indirectly through 324 associated municipal utilities, and directly to more than 765,000 rural customers. The **Ontario Hydro Electrical Inspection Program** (592-3721) provides technical guidance to

consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the **Electrical Safety Code Book**. Its **Rural Electrical Service and Billing Inquiry Program** (592-3731) answers inquiries on service policy and practices from rural clientele. Operates a **Nuclear Communications Centre** in Pickering (839-0465) to provide educational information to the public on **nuclear power**. Ontario Hydro reports to the Legislature through the Minister of Energy. The Ontario Hydro Public Reference Centre has information and documentation on Ontario Hydro and general pamphlet material on **energy** (592-3331). Ontario Hydro regional offices are listed below.

93 Bell Farm Rd.
Barrie L4M 1H1
705-728-5521
(Georgian Bay Region)

420 Dundas St. E.
Belleville K8N 5C3
613-966-6502
(Eastern Region)

P.O. Box 157
1053 Main St. W.
Hamilton L8N 3B9
416-529-7111
(Niagara Region)

1075 Wellington Rd. S.
London N6E 1M1
519-681-1390
(Western Region)

P.O. Box 3060
590 Graham Drive
North Bay P1B 8L4
705-472-8000
(Northeastern Region)

34 Cumberland St. N., Rm. 304
Thunder Bay P7A 4L5
807-344-2411
(Northwestern Region)

5760 Yonge St.
Willowdale (Metro Toronto) M2M 3T7
416-222-2571
(Central Region)

ACTS

ENERGY 12

The following is a list of Acts administered by the Ministry of Energy. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Ministry of Energy Act
Ontario Energy Board Act
Ontario Energy Corporation Act
Power Corporation Act
Power Corporation Insurance Act
Rural Hydro-Electric Distribution Act
Rural Power District Loans Act

MINISTRY OF THE ENVIRONMENT

135 St. Clair Ave. W.

Toronto M4V 1P5

The Ontario Ministry of the Environment was established on April 1, 1972, by the Ministry of the Environment Act under Part X of An Act To Provide For The Reorganization Of The Government Of Ontario. The Ministry assumed the powers, duties and functions of the then Department of the Environment.

The responsibilities assumed from the Department of the Environment were: air management including abatement, approvals and criteria; meteorology and air quality; phytoxicology; auto emission control and related laboratories; waste management.

The following powers, duties and functions were transferred from various departments to the Ministry of the Environment: management of the quality and quantity of water including sanitary engineering, industrial wastes, water resources environment quality, laboratory and research from the Ontario Water Resources Commission (OWRC); provision of sewage and water facilities and relative funding from the OWRC; environmental health services regarding regulation of septic tanks from the Department of Health.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES BR

MOE 1

135 St. Clair Ave. W., 12th Flr.

Toronto M4V 1P5

416-965-2684

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

PROGRAM PLANNING AND EVALUATION BR

MOE 2

135 St. Clair Ave. W., 12th Flr.

Toronto M4V 1P5

416-965-7984

Program Planning and Evaluation Branch is a clearing house for policy development, and is responsible for the coordination of policy, policy analysis, program development, strategic and operational planning, and socio-economic analysis within the Ministry. Coordinates the Ministry's management by results program. Coordinates liaison activities with Cabinet Committee on Resources Development, Management Board and ministries within the Ontario government.

FINANCE AND ADMINISTRATION DIVISION

FINANCIAL AND ADMINISTRATIVE SERVICES BR

MOE 3

135 St. Clair Ave. W., 11th Flr.

Toronto M4V 1P5

416-965-6981

Financial and Administrative Services Branch provides the Ministry with purchasing of

goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Financial and Administrative Services Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is responsible for office safety supervision. In addition, the branch is also responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with other government ministries and agencies.

FRENCH LANGUAGE SERVICES

MOE 4

135 St. Clair Ave. W., 14th Flr.
Toronto M4V 1P5
416-965-5779

The French Language Services Coordinator implements within this Ministry, the government's policy on French language services (the provision of such services to the Franco-Ontarian public). The Coordinator also assists the Information Services Branch in providing liaison with the French language media.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

INFORMATION SERVICES BR

MOE 5

135 St. Clair Ave. W., 6th Flr.
Toronto M4V 1P5
416-965-7117

Information Services Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

The Technical **library** on the ground floor (965-7978) operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. This library and another at Resources Rd. (248-3408) provide technical information on environment related matters to the staff of the Ministry and to members of the public.

INTERNAL AUDIT BR

MOE 6

4375 Chesswood Dr.
Downsview M3J 2C2
416-638-4020

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

PERSONNEL BR

MOE 7

135 St. Clair Ave. W., 7th Flr.
 Toronto M4V 1P5
 416-965-3267

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Branch coordinates the Ministry's **youth employment** program and maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The branch also plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

The branch is also responsible for the development of the Ministry's **safety** policy and safety training programs and the technical training of staff involved with **pollution control**. The Training and Certification Section (965-1027) promotes increased effectiveness and efficiency of the staffs of **industries, municipalities** and government agencies in activities designed to control pollution and to protect and **conserve** the natural **environment**. Promotes and administers certification programs including those for provincial environmental officers and municipal **noise** control offices. Conducts liaison with provincial, federal and international agencies on training and certification matters.

ENVIRONMENTAL ASSESSMENT AND PLANNING DIVISION

ENVIRONMENTAL AND TECHNICAL ADVISOR

MOE 8

135 St. Clair Ave. W., 14th Flr.
 Toronto M4V 1P5
 416-965-5115

The Environmental and Technical Advisor under the Environmental Assessment and Planning Division coordinates and assists in the development of Ministry of Environment policy and planning in **environmental** undertakings and officially represents the Ministry on international, intergovernmental and interministry bodies and special purpose organizations concerned with environmental problems of interest to the Province. Examples include international problems of air and water pollution.

ENVIRONMENTAL APPROVALS BR
 ENVIRONMENTAL ASSESSMENT

MOE 9

135 St. Clair Ave. W., 10th Flr.
 Toronto M4V 1P5
 416-965-3980

The Environmental Approvals Branch provides a project approval function for companies, individual and government agencies under the **Environmental Assessment Act**, the **Environmental Protection Act** and sections of the **Ontario Water Resources Act**. This section manages the implementation of the Environmental Assessment Act which requires proponents of major projects to submit an **environmental assessment** showing how and

why the project is needed and how detrimental environmental effects can be lessened or eliminated. It coordinates review of these environmental assessments and makes recommendations to the Minister of the Environment. It maintains a public record of environmental assessments and reviews and makes available to the public general guidelines for the preparation of environmental assessments. Contact this branch for procedure under this Act.

ENVIRONMENTAL APPROVALS BR INDUSTRIAL APPROVALS

MOE 10

135 St. Clair Ave. W., 10th Flr.
Toronto M4V 1P5
416-965-6975

The Environmental Approvals Branch provides a project approval function for companies, individuals and government agencies under the **Environmental Assessment Act** (EAA), the **Environmental Protection Act** (EPA) and sections of the **Ontario Water Resources Act** (OWRA). This section provides technical expertise in the field of industrial **pollution control**, including gaseous emissions, effluents and process controls required to meet the Province's environmental regulations, criteria and guidelines. **Industry** may submit applications under authority of the EPA and OWRA. To apply for **permits**, contact is made through the district offices listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

ENVIRONMENTAL APPROVALS BR LAND USE COORDINATION

MOE 11

135 St. Clair Ave. W., 10th Flr.
Toronto M4V 1P5
416-965-6963

The section advises other government agencies at all levels and the private sector on **environmental** matters related to **land use planning** and environmental planning. Coordinates the Ministry's review of **environmental assessments** into a single Ministry position for input to the government review. Coordinates Ministry's responses to regional development strategies, regional **municipality official plans** and other proposed land uses. Carries out **research** on environmental matters affecting land use.

ENVIRONMENTAL APPROVALS BR MUNICIPAL PRIVATE APPROVALS

MOE 12

135 St. Clair Ave. W., 9th Flr.
Toronto M4V 1P5
416-965-6421

The Environmental Approvals Branch provides a project approval function for companies, individuals and government agencies under the **Environmental Assessment Act**, the **Environmental Protection Act** and sections of the **Ontario Water Resources Act** (OWRA). This section administers sections of the Environmental Protection Act and the OWRA, processes for approval applications from **municipalities** and individuals concerning **water** treatment, supply and distribution systems, **sewage (waste water)** collection and treatment facilities, **waste disposal sites** and waste management systems serving the private, municipal and industrial sectors, including both solid and hazardous wastes. It issues **licences** to installers of **septic tanks** and haulers of waste. Contact district offices

listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR

MOE 13

40 St. Clair Ave. W., 6th Flr.

Toronto M4V 1M2

416-965-6971

Pollution Control Branch as a whole plans and develops policies, programs, standards, guidelines and legislation to control **pollution** and provide **safe drinking water**; oordinates and conducts applied **research** in the areas of **water** supply and **sewage** and **waste water** treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described individually. For specific questions contact regional or district offices listed under the Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR CONTINGENCY PLANNING

MOE 14

40 St. Clair Ave. W., 6th Flr.

Toronto M4V 1M2

416-965-3237

The Contingency Planning Section promotes organization and planning by **industries**, the **municipalities** and federal and provincial agencies to control and cope with **pollution** caused by emergency spills of contaminants. Contact regional or district offices listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR DEVELOPMENT AND RESEARCH

MOE 15

P.O. Box 213

Resources Rd.

Rexdale M9W 5L1

416-248-3739

The Development and Research Group includes: Wastewater Treatment Section (248-3041), Coordination Section (248-3739), Water Technology Section (248-3935) and Applied Sciences Section (248-3044). The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied environmental **research** on **pollution**, **sewage** (**waste water**) and **drinking water** treatment, collection and distribution. Also provides technical support regarding the application of new technology directly to municipalities and industry and to the public through regional and district offices (see Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33).

Provides **grants** for **health** related **environmental** research and other projects from **Provincial Lottery** funds; write to Pollution Control Br., Coordination Section, Ministry of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

POLLUTION CONTROL BR MUNICIPAL AND PRIVATE

MOE 16

40 St. Clair Ave. W., 6th Flr.
Toronto M4V 1M2
416-965-6967

The Municipal and Private Section deals with municipal and private sewage and water supply. Provides liaison with federal agencies including coordination of federal **grants** to municipalities for **sewage** and **water** works. Deals with regulations and standards for **pollution control** relating to **septic tank** and other **private sewage** systems, **boating** (pleasure craft), **marinas**, **ice huts** and municipal **sewage** treatment plants. Specific activities include phosphorus removal at all municipal sewage treatment plants (to safeguard Great Lakes water quality), urban **drainage** management and sewage sludge use on **farm** land. Also is involved with policies dealing with the provision of safe drinking water. Contact regional or district offices listed under the Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33. Inspection and approval of **private sewage** systems using sub-surface sewage disposal is done by county or regional health units under agreement with the Crown (except in areas where no agreement is in effect, e.g., Muskoka, Parry Sound, North Bay, Ottawa-Carleton and Lambton County where this service is done by the Ministry's regional or district offices).

POLLUTION CONTROL BR NOISE POLLUTION

MOE 17

40 St. Clair Ave. W., 7th Flr.
Toronto M4V 1M2
416-965-3054

The Noise Pollution Control Section deals with the control of **noise** emissions and comments on the relationship between new and existing **land use** and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards (965-1193). Monitors blast concussion and ground vibration levels from operating **pits and quarries** in response to complaints. Promotes the **Model Municipal Noise Control By-Law** for adoption by **municipalities** and assists in training of noise control officers. The publication, 'Model Municipal Noise Control By-Law, Final Report' is available at \$3 per copy from the Ontario Government Bookstore, 880 Bay St., Toronto (965-2054). For inquiries on **noise pollution** contact the Ministry's regional and district offices listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33. In Metro Toronto this section (965-4071) will respond to noise complaints or refer callers to the proper municipal office where there is a municipal noise control by-law.

POLLUTION CONTROL BR PESTICIDES CONTROL

MOE 18

40 St. Clair Ave. W., 6th Flr.
Toronto M4V 1M2
416-965-2401

The Pesticides Control Section ensures safe and effective use of **pesticides** to control **pollution**. Issues **licences** for use and sale of pesticides (e.g. pest **exterminators**). Has publications on, and answers inquiries about, control of household **pests**, **insects**, etc. In conjunction with **municipalities**, provides **grants** for **termite** control. Contact regional or district offices listed under the Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

PROJECT COORDINATION BR

MOE 19

40 St. Clair Ave. W., 5th Flr.

Toronto M4V 1M2

416-965-7062

Project Coordination Branch manages and coordinates the development and construction of Ministry capital projects, e.g., **water** supply, **sewage** systems and **water pollution control** facilities for **municipalities**. This includes design and equipment selection (965-3490). The branch arranges for design work and financial analysis, including details on **grants** available, calling of **tenders** and award of contracts by the Ministry. Administers grants programs for certain sewage and water works to municipalities qualifying under the Ministry's priority rating system and to small communities for upgrading private sewage or water systems. Administers grants (for sewage and water works) for Ontario under the federal **Community Services Contribution Program**. Contact regional or district offices listed under the Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

RESOURCES MANAGEMENT DIVISION**AIR RESOURCES BR AIR QUALITY AND METEOROLOGY**

MOE 20

880 Bay St., 4th Flr.

Toronto M5S 1Z8

416-965-5086

The Air Quality and Meteorology Section compiles air quality **statistics** from the monitoring instruments across Ontario and prepares air quality reports for the guidance of the regional offices in controlling emissions. Produces the **Air Pollution Index** (965-9150) which informs the public about air quality in Ontario cities. Conducts special air quality **research** to produce information needed to abate special air pollution problems and unusual phenomena such as **acid rain**. Assists in setting **air** quality objectives and emission standards. Regional offices are listed under the Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

AIR RESOURCES BR EMISSION TECHNOLOGY AND REGULATION DEVELOPMENT SECTION

MOE 21

880 Bay St., 4th Flr.

Toronto M5S 1Z8

416-965-5776

The Emission Technology and Regulation Development Section develops **air** quality criteria, standards, guidelines and regulations for the Ministry. Reviews air quality aspects of **environmental assessment** and **land use** change. Develops and maintains expertise on new and existing air pollution control technology. Undertakes source emission measurements, witnesses and evaluates source emission tests done by others, and develops source testing codes.

AIR RESOURCES BR PHYTOTOXICOLOGY SECTION

MOE 22

880 Bay St., 4th Flr.
Toronto M5S 1Z8
416-965-4516

The Phytotoxicology Section investigates complaints and conducts assessment surveys in the vicinity of **industries** for information on the effects of **air pollution** on **soils** and **vegetation** of all types (**forests**, **agricultural crops**, ornamental **plants**) throughout Ontario for environmental management purposes. Provides technical reports to complainants about alleged sources of pollution, for use in negotiating vegetation damage claims. Conducts experiments in controlled environment facilities to help formulate **air** quality criteria and standards. Conducts research on effects of **acidic precipitation** (e.g. acid rain) on terrestrial systems. Regional offices are listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

AIR RESOURCES BR ATMOSPHERIC RESEARCH AND SPECIAL PROGRAMS SECTION

MOE 23

880 Bay St., 4th Flr.
Toronto M5S 1Z8
416-965-4081

The Atmospheric Research and Special Programs Section conducts mobile air monitoring surveys and coordinates the branch's hazardous contaminants program. The atmospheric chemistry and deposition program of APIOS (Acidic Precipitation in Ontario Study) and the Nanticoke Environmental Management Program are also carried out. Administers **environmental research grants**. Regional offices are listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

AIR RESOURCES BR VEHICLE EMISSIONS SECTION

MOE 24

880 Bay St., 4th Flr.
Toronto M5S 1Z8
416-965-4493

The Vehicle Emissions Section assesses **air pollution** in Ontario as it relates to automotive-derived pollutants and plans and controls Ministry strategy in dealing with these pollutants. Performs on-road spot checks of **vehicles** and used car lot inspections to ensure compliance with auto emission control standards in the **Environmental Protection Act**. Regional offices are listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

WASTE MANAGEMENT BR WASTE SYSTEMS PLANNING

MOE 25

135 St. Clair Ave. W., 2nd Flr.
Toronto M4V 1P5
416-965-9670

The Waste Management Branch coordinates programs concerned with the management, processing and disposal of waste. Waste Systems Planning Section deals with **pollution** by **industry**, including hazardous industrial waste, industrial sludges and pretreatment residues, hauled liquid industrial wastes, and their disposition at **waste disposal sites**. Coordinates related federal provincial activities and provides technical support regarding indus-

trial waste treatment. Contact regional or district offices listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33 for complaints on related pollution.

WASTE MANAGEMENT BR WASTE UTILIZATION

MOE 26

135 St. Clair Ave. W., 2nd Flr.

Toronto M4V 1P5

416-965-6191

The Waste Management Branch coordinates programs concerned with the management, processing and disposal of waste. Waste Utilization Section develops and implements a comprehensive **waste** management program including new procedures for resource recovery and **recycling**, especially for **energy** conservation. Operates full scale experimental plant for technology **research** and market development. Provides **grants** for selected technology demonstration projects. Promotes and provides incentives for source separation or **recycling** projects (recovery of waste newspaper, glass and cans from residential and commercial garbage).

WATER RESOURCES BR CARTOGRAPHY AND DRAFTING

MOE 27

4375 Chesswood Dr.

Downsview M3J 2C2

416-636-8015

The Cartography and Drafting Section provides cartographic, drafting, graphic artwork and reproduction services for the Ministry. Its **maps** file is available for reference purposes to ministries and agencies of the Ontario Government.

WATER RESOURCES BR DATA SYSTEMS

MOE 28

1 St. Clair Ave. W., 4th Flr.

Toronto M4V 1K6

416-965-6141

The Data Systems and Administration Section coordinates the design, development and implementation of **systems** that store, retrieve and process data related to the programs of the Water Resources Branch.

WATER RESOURCES BR HYDROLOGY AND MONITORING

MOE 29

1 St. Clair Ave. W., 4th Flr.

Toronto M4V 1K6

416-965-2105

The Hydrology and Monitoring Section coordinates the provincial **lakes** and other inland surface- and ground-water quality and quantity networks to ensure an adequate data base is available for a variety of **water** resources studies and for water management purposes. Undertakes certain water resources inventory and mapping programs. Provides technical input and advice to the development of Ministry policies, guidelines, assessments and positions regarding the development of ground-water supplies and the protection of ground-water quality. Provides for the development of municipal ground-water supplies. Supplies geotechnical support for the Ministry hydrogeological, ground-water development and ground-water protection programs. Issues **licences** to contractors of water **wells** and takes part in the surveillance of the water-well industry. Participates in

policy making and application of the water-taking **permit** program. Contact regional or district offices listed under Ministry of the Environment, Regional Operations and Laboratories Division, MOE 33.

WATER RESOURCES BR LIMNOLOGY SECTION

MOE 30

Resources Rd.
Rexdale M9W 5L1
416-248-3058

The Limnology Section does **research** on relationships between aquatic organisms and the **water** environment (e.g. problem **weed** species, aquatic weed harvesting). Limnology Unit monitors water quality in recreational **lakes** and assesses and develops lake restoration methods. The section conducts a major program on the effects of **acidic precipitation** on the aquatic environment.

WATER RESOURCES BR QUALITY PROTECTION SECTION

MOE 31

1 St. Clair Ave. W., 4th Flr.
Toronto M4V 1K6
416-965-6954

The Quality Protection Section coordinates and maintains **water** resource and **industrial** waste effluent policies and guidelines. Plans and coordinates water resources **surveys** and river basin water management studies and provides special water modelling and aquatic toxicity of pollutants expertise. Involved with hazardous contaminants, their public health significance and coordinates the sports fish contaminants program. Answers inquiries on contaminant levels in sports **fish** province-wide including the Great **Lakes**.

WATER RESOURCES BR GREAT LAKES SECTION

MOE 32

1 St. Clair Ave. W., 4th Flr.
Toronto M4V 1K6
416-965-4590

The Great Lakes Section provides surveillance, investigations and assessments of near-shore areas, embayments, harbours and connecting channels of the **Great Lakes**. Activities include: examining biological, chemical and physical processes as they are affected by pollutant inputs and climatic conditions; determining **water** use suitability and interference and investigating trends toward improvement or degradation; providing warning of emerging problems; recommending abatement measures for the correction of existing problems and prevention of further degradation; assessment of effectiveness of remedial action programs; fulfillment of requirements under the Canada/Ontario Agreement involving the provision of surveillance data to and assisting the International Joint Commission in the evaluation of progress in meeting objectives contained in the Canada/U.S. Water Quality Agreement. The section also coordinates branch reviews of **environmental assessments** as they relate to impact on water resources and assessments of major marine construction and Ontario Hydro activities.

REGIONAL OPERATIONS AND LABORATORIES DIVISION

REGIONAL OPERATIONS AND LABORATORIES
DIVISION

MOE 33

416-965-5115

Delivers all Ministry services to municipalities, individuals and corporations through a network of regional, district and sub-offices throughout Ontario. See other entries under this Ministry for individual descriptions of its programs. Additionally, all offices investigate complaints and investigate and comment on the feasibility of project proposals. The division is organized functionally into four sections: Industrial Abatement (the amount of **pollutants** emitted by **industries** is regulated and controlled); Municipal and Private Abatement (to **control pollution** by **municipalities** and individuals, inspects commercial **water** and **sewage** treatment facilities and **waste** disposal sites; conducts special environmental **research** surveys and studies, e.g., **lakes** and **cottages**; administers funds from the **Waste Management Improvement Fund** to upgrade municipal waste disposal sites; issues **licences** under the **pesticides** control program); Utility Operations (assistance to **municipalities** regarding provincially-funded **water** and **waste water** treatment plants); Technical Support (monitoring, study and analysis of specific projects and ambient **air**, **land** and **water** conditions).

There is a regional manager in each regional office in charge of one of the above functions. In most district offices there are two district officers, one in charge of Industrial Abatement and one in charge of Municipal and Private Abatement. In some district offices there is only one district officer depending on the level of activity in the particular area. The Ministry offices are listed below. If local office is outside toll-free calling area, ask operator for Zenith 33220 for toll-free service.

CENTRAL REGION

Regional Office

150 Ferrand Dr., Ste. 700

Don Mills M3C 3C3

416-424-3000

Barrie District Office

12 Fairview Rd.

Barrie L4N 4P3

705-726-1730

*Muskoka-Haliburton District Office***Gravenhurst P0C 1G0**

705-687-3408

Sub-office

110 Main St. E., P.O. Box 1059

Huntsville P0A 1K0

705-789-2386

South Peel Area System

920 East St.

Mississauga L5E 1W6

416-274-6710

Halton-Peel District Office

1226 White Oaks Blvd.

Oakville L6H 2B9

416-844-5747

District Office

139 George St. N.

Peterborough K9J 3G6

705-743-2972

District Office

150 Ferrand Dr., Ste. 700

Toronto (Don Mills) M3C 3C3

416-424-3000

NORTHEASTERN REGION

Regional & District Offices

199 Larch St.
Sudbury P3E 5P9
705-675-4501

District Office
1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-476-1001

District Office
74 Church St.
Parry Sound P2A 1Z1
705-746-2139

District Office
445 Albert St. E.
Sault Ste. Marie P6A 2J9
705-949-4640

District Office
83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-9474

NORTHWESTERN REGION

Regional & District Office
P.O. Box 5000
435 James St. S.
Thunder Bay P7C 5G6
Regional Office: 807-475-1205
District Office: 807-475-1315

District Office
P.O. Box 5750
808 Robertson St.
Kenora P9N 1X9
807-468-5578

SOUTHEASTERN REGION

Regional Office
133 Dalton St.
P.O. Box 820
Kingston K7L 4X6
613-549-4000

District Office
15 Victoria Ave.
Belleville K8N 1Z5
613-962-9208

District Office
4 Montreal Rd., 2nd Flr.
Cornwall K6H 1B1
613-933-7402

District Office
2378 Holly Lane
Ottawa K1V 7P1
613-521-3450

Sub-Office
1000 MacKay St.
Pembroke K8B 1A3
613-732-3643

SOUTHWESTERN REGION

London Regional Office
985 Adelaide St. S.
London N6E 1V3
519-681-3600

Sub-District Office
435 Grand Ave. W.
Chatham N7L 3Z4
519-352-5107

c/o Ministry of Agriculture & Food
P.O. Box 688
Clinton N0M 1L0
519-482-3428

District Office
1180-20th St.
Owen Sound N4K 6H6
519-371-2901

District Office
242A Indian Rd. S., Ste. 209
Sarnia N7T 3W4
519-336-4030

District Office

250 Windsor Ave., 6th Flr.

Windsor N9A 6V9

519-254-5129

District Office

400 Clyde Rd.

P.O. Box 219

Cambridge N1R 5W6

519-623-2080

WEST-CENTRAL REGION*Hamilton Regional Office*

Ontario Government Bldg.

119 King St. W., 12th Flr.

P.O.Box 2112

Hamilton L8N 3Z9

416-521-7640

District Office

637-641 Niagara St. N.

Welland L3C 1L9

416-735-0431

LABORATORY SERVICES BR

MOE 34

Resources Rd., Box 213

Rexdale M9W 5L1

416-248-3015

Laboratory Services Branch provides Ministry branches with analytical support for their **environmental assessments** and **pollution control** programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. Participates in **environmental research** projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. The Central **Laboratory** in Toronto advises the regional laboratories in Thunder Bay, London and Kingston (addresses listed below).

Southeastern Regional Laboratory

c/o Kingston Regional Office

133 Dalton St., P.O. Box 820

Kingston K7L 4X6

613-549-4000

Northwestern Regional Laboratory

421 James St. S.

Thunder Bay P7E 2V6

807-475-1275

Southwestern Regional Laboratory

c/o London Regional Office

985 Adelaide St. S.

London N6E 1V3

519-681-3600

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ENVIRONMENTAL APPEAL BOARD

MOE 35

1 St. Clair Ave. W., 5th Flr.
 Toronto M4V 1K7
 416-965-2531

Environmental Appeal Board hears **appeals** of persons affected by certain decisions or orders of local **health** authorities or the Ministry of the Environment in the area of private **sewage** disposal, and of the Ministry of the Environment in the areas of **water** and **sewage**, **waste** disposal, **air** and **noise pollution**, and **pesticides**, in accordance with the **Ontario Water Resources Act** and the **Environmental Protection Act**.

ENVIRONMENTAL ASSESSMENT BOARD EAA

MOE 36

1 St. Clair Ave. W., 5th Flr.
 Toronto M4V 1K7
 416-965-2531

The Environmental Assessment Board holds public hearings on the impact of major development proposals under the **Environmental Assessment Act** (EAA). Under this Act, after the **environmental assessment** and the government's review thereof have been made public, any person (including the Minister of the Environment) can require a hearing by the Board by written notice. After such hearings the Board renders a decision which can only be varied or rescinded by the Minister with the approval of the Lieutenant-Governor in Council. The Board also holds hearings under three other statutes; for information see the other listings under the Ministry of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD EPA

MOE 37

1 St. Clair Ave. W., 5th Flr.
 Toronto M4V 1K7
 416-965-2531

The Environmental Assessment Board holds public hearings on the impact of major development proposals under the **Environmental Protection Act** (EPA). Hearings are either mandatory or discretionary; mandatory, where an application is made for approval to establish or extend a **waste** disposal site for the disposal of hauled liquid industrial waste or hazardous waste; discretionary, where an application is made for approval to establish or extend a waste management system or waste disposal site other than referred to above. Following such hearings, the Board submits its recommendations on the proposal to the Ministry of the Environment. The Board also holds hearings under three other statutes; for information see the other listings under Ministry of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD OWRA

MOE 38

1 St. Clair Ave. W., 5th Flr.
 Toronto M4V 1K7
 416-965-2531

The Environmental Assessment Board holds public hearings on the environmental impact of major development proposals under the **Ontario Water Resources Act**. Hearings are mandatory or discretionary; mandatory, where a **municipality** contemplates establishing or extending its **sewage** works in or into another municipality or territory; discretionary, where a municipality or person intends to establish or extend a sewage treatment works within the municipality. Following such a hearing, the Board submits its recom-

mendations on the proposal to the Ministry of the Environment. The Board also holds hearings under three other statutes; for information see the other listings under Ministry of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD CHA

MOE 39

1 St. Clair Ave. W., 5th Flr.

Toronto M4V 1K7

416-965-2531

The Environmental Assessment Board (EAB), in conjunction with the Ontario Municipal Board (OMB), holds public hearings under the **Consolidated Hearings Act**, 1981, (CHA) on undertakings in relation to which more than one hearing is required by more than one tribunal under one or more of the Acts set out in the Schedule to the Consolidated Hearings Act, 1981, or prescribed by the regulations. Under this Act, the proponent of an undertaking gives written notice to the Hearings Registrar specifying the general nature of the undertaking, the hearings that are required and the Acts under which the hearings are required. Upon receipt of such notice the Hearings Registrar refers the matter to the Chairman of the EAB and the Chairman of the OMB who together, by order, establish a joint board, composed of one or more members of either or both of the EAB and the OMB. The joint board then holds the hearing and makes a decision in respect of the matters which it has considered. The joint board's decision can only be varied or rescinded by the Lieutenant Governor in Council. The Board also holds hearings under three other statutes; for information see the other listings under the Ministry of the Environment, Environmental Assessment Board.

PESTICIDES ADVISORY COMMITTEE

MOE 40

1200 Bay St., 2nd Flr.

Toronto M5R 2A5

416-965-7048

The Pesticides Advisory Committee annually reviews the **Pesticides Act**, its regulations and government publications on **pests** and **pesticides**. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. The Committee inquires into matters concerning pesticides and the control of pests. Classifies all pesticides previous to their marketing in Ontario. Maintains a **library** of pesticide containers. For pesticide vendors' and pest exterminators' licences contact Pollution Control Branch Pesticides Control Section (965-2401). Advises the Ministry on environmental **research grants** relative to pesticides and evaluates their results.

WASTE MANAGEMENT ADVISORY BOARD

MOE 41

1 St. Clair Ave. W., 6th Flr.

Toronto M4V 1K6

416-965-3007

The Waste Management Advisory Board advises the Minister of the Environment on matters related to **waste** management in Ontario including means of reducing the quantity produced, of assisting in the development of resource recovery from the waste stream, and of improving the aesthetic quality of the physical environment.

Inquiries concerning the recovery and **recycling** of waste are handled by the **Ontario Recycling Information Centre**, an independent, non-profit project of the Recycling Council of Ontario. The centre operates with the financial support of the Waste Management Advisory Board, the Ontario Ministry of the Environment and the Canada Employment

and Immigration Commission. The centre's goals are: to promote the growth and development of at-source recovery and multi-material recycling in Ontario; to increase public awareness of **waste** reduction and recycling and the importance of the individual's participation in the solution of solid waste disposal problems. The centre is located at 41 Laird Drive, Toronto M4G 3T4. Inquiries may be made by dialling 416-423-6555 or by calling toll free 1-800-268-6100.

ACTS

MOE 42

The following is a list of Acts administered by the Ministry of the Environment. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communication branch.

Consolidated Hearings Act, 1981
Environmental Assessment Act
Environmental Protection Act
Ministry of the Environment Act
Ontario Waste Management Corporation Act, 1981
Ontario Water Resources Act
Pesticides Act

MINISTRY OF GOVERNMENT SERVICES

77 Wellesley St., Ferguson Block
Queen's Park, Toronto M7A 1N3

The Ministry of Government Services was established on April 1, 1972, as part of an over-all reorganization of Ontario Government departments. The Ministry absorbed the functions of its organizational forerunner, the Department of Public Works. It also became responsible for certain operations and services which were administered by the former Department of the Provincial Secretary and Citizenship, and the former Department of Treasury and Economics. These functions included the provision of accommodation and a wide range of services in support of Ontario government ministries and agencies.

In July, 1981 the Ministry of Government Services was given the added mandate of providing leadership in improving the government's customer services to the public as well as to client ministries within government. The Ministry was also charged with the responsibility for coordinating the government's efforts in information technology.

These new challenges prompted a major reorganization of this Ministry beginning May, 1982. Ministry programs are now grouped under two major areas: Accommodation and Services, each headed by an Assistant Deputy Minister. Six new divisions have been created: the Human Resource Services Division and the Finance and Administration Services Division which report directly to the Deputy Minister; the Property Development Division and the Property Management Division under the Accommodation group; the Corporate Services Division and the Computer and Telecommunication Services Division under the Services group. In addition, a new Communications Branch has been formed.

The information below reflects the reorganized structure of the Ministry, based on information available at the time of printing this edition.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

MGS 1

77 Wellesley St., 12th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-6683

The Communications Branch will enhance the profile of the Ministry through the identification of major issues and opportunities, and by offering initiatives for internal and external communications.

The branch will manage public relations in support of Ministry programs through such activities as media liaison, official ceremonies, photographic services, preparation of speeches and news releases, Ministry reports and publications, Ministry information for the Throne Speech, answers to questions put forward to the Minister in the House, etc. It will also provide public relations advisory services within the Ministry.

The branch is responsible for Ministry **exhibits** and for the management of the Government **art** collection (e.g., cataloguing of original paintings and sculptures, restoration of these works of art).

The **Media Studio** (965-1164) which is located at the main Legislative Building for the use of Members of Provincial Parliament, reports to this branch.

Other functions include administration of the Ministry's **Employee Suggestion Program** and the **Ontario Medal Program**. The **Ontario Medal Program** provides three awards established by the government to recognize outstanding Ontarians. The Ontario Medal for **Good Citizenship** was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness, make Ontario a better place to live. The Ontario Medal for **Police Bravery** recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for **Firefighters Bravery** likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. Submit nominations to: The Secretary, Advisory Council, (specify award), Ferguson Block, 77 Wellesley St., 12th Floor, Queen's Park, Toronto M7A 1N3.

FINANCE AND ADMINISTRATIVE SERVICES DIVISION

FINANCE BRANCH

MGS 2

Ferguson Block, 77 Wellesley St., 9th Flr.
Queen's Park, Toronto M7A 1P8
416-965-2153

The branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

AUDIT BRANCH

MGS 3

77 Wellesley St., 8th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-4805

Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial and operational controls.

SYSTEMS BRANCH

MGS 4

Administrative Systems Group
Ferguson Block, 4th Flr., Toronto
416-965-9231
General Systems Group
25 Grosvenor St., 1st Flr., Toronto
416-965-9548

The Systems Branch is responsible for the development, implementation and maintenance of computerized and manual information systems in support of Ministry programs.

ADMINISTRATIVE SERVICES BR

MGS 5

77 Wellesley St., 9th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-9215

Administrative Services Branch provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration).

ANALYSIS AND PLANNING SECTION

MGS 6

77 Wellesley St., Ferguson Block, 12th Flr.

Queen's Park, Toronto M7A 1N3

416-965-5690

The Analysis and Planning Section is responsible for the Ministry's M.B.R. (Management By Results) and P.E.S. (Performance Evaluation System), designed to measure the effectiveness of Ministry programs. Major functions of the section include long-term planning and policy development, liaison with Management Board Secretariat on program and policy matters, and the analysis and preparation of management submissions to Management Board. Provides for the continuing analysis and evaluation of Ministry programs.

LEGAL SERVICES BR

MGS 7

77 Wellesley St., 13th Flr., Ferguson Block

Queen's Park, Toronto M7A 1N3

416-965-1141

Provides legal services for the Ministry in the areas of conveyancing and contracts, e.g. the acquisition (including **expropriation**), sale and lease of **land, buildings** negotiation and formulation of building contracts, **computer** contracts and contracts for other types of services. Provides legal opinions to the Ministry relating to its areas of responsibility including **Ontario Public Service employees pension** benefits. Also provides litigation services relating to the collection of outstanding accounts.

HUMAN RESOURCE SERVICES DIVISION

MGS 8

HUMAN RESOURCE SERVICES DIVISION

The Human Resource Services Division brings together various corporate and internal services to provide an effective and integrated approach to human resource management.

EMPLOYEE ADVISORY SERVICES BRANCH

MGS 9

25 Grosvenor St., 13th Flr.

Toronto M7A 1R1

416-965-5161

The Employee Advisory Services Branch provides client ministries and agencies with employee counselling and rehabilitation services, employee health services and employee safety services.

The Employee Advisory Services function provides confidential counselling and referral services to **employees** of the **Ontario Public Service (OPS)**. Coordinates an interministerial program which provides **rehabilitation** services for OPS employees experiencing long term illness and/or **disability**. Provides assistance to OPS employees in making **day care** arrangements for their children (965-9953). Provides training programs and individual consultations to managers, supervisors and personnel administrators in dealing with work performance problems.

The Employee Health Services function (Rm. M1-73 Macdonald Block, Queen's Park, Toronto M7A 2C1, 965-6751) provides direct **health** services to **employees** of the **Ontario Public Service** at their places of work in Toronto. Administers health programs for employees, for example, prevention of tuberculosis, alcoholism and occupational hazards.

Advises management and employees throughout the Province on occupational health matters. Health Centres are located at the Macdonald Block, Queen's Park; Legislative Building; 1201 Wilson Ave., East Building; 400 University Ave.; 7 Overlea Blvd.; 15 Overlea Blvd.; 555 Yonge Street; 2195 Yonge Street; 90 Harbour Street; 77 Bloor Street West; 81 Resources Road; 135 St. Clair Ave. West and 101 Bloor Street West.

The employee **safety** function will focus on safety in the workplace environment with emphasis on the potential effects on employee health and overall welfare. The workplace can be affected by new technologies and investigations will be conducted to advise client ministries on physical standards as well as correction of substandard conditions.

EMPLOYEE BENEFITS & DATA SERVICES BRANCH

MGS 10

25 Grosvenor St.
Toronto M7A 1R1

The Employee Benefits Section (965-6861) administers the following **benefit plans** for employees of the **Ontario Public Service (OPS)**: **Public Service Superannuation Act, Superannuation Adjustment Benefits Act**. Informs current and retired OPS employees and dependent survivors of the benefits available. The branch is not concerned with family benefits, federal or private sector pensions, nor OPS separation benefits.

The Employee Data Services Section (965-6541) operates and maintains the **Integrated Payroll, Personnel and Employee Benefits System, (IPPEBS)** and the **Central Attendance Recording System (CARS)** for employees of the **Ontario Public Service**. Central agencies and all ministries receive a variety of services from the systems including: **pay** lists, cheques, work history data, ministry organization structures, status changes of employees, **pension** contribution data, life **insurance**, **Ontario Health Insurance Plan (OHIP)** information, T-4 income **tax** forms, salary structures and various **statistical** analyses. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to client liaison officers within the Employee Benefits & Data Services Branch.

PERSONNEL SERVICES BRANCH

MGS 11

77 Wellesley St., 9th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-7011

Personnel Services Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

AFFIRMATIVE ACTION SECTION

MGS 12

77 Wellesley St., 12th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-9775

The Affirmative Action Program Manager plans, develops and coordinates the Affirma-

tive Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

ASSISTANT DEPUTY MINISTER, ACCOMMODATION

CONTRACT MANAGEMENT BRANCH

MGS 13

77 Wellesley St., 11th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-0114

The Contract Management Branch supplies contractual, **construction** and financial control on capital projects dealing with the provision of **buildings, accommodation** and other facilities for government ministries and agencies.

The group monitors contract documents for capital construction projects, receives tenders and accordingly awards contracts.

Supervises construction and inspects work to ensure that schedules are met and construction is in accordance with the contract documents. The group is responsible for certifying payments on a progressive basis and for monitoring cash flow. It also arranges and supervises occupancy by the client ministry.

Resolves disputes arising from contractual or technical sources and administers claims under the Mechanics' Lien Act.

The group's Payment Section processes applications for payment on all Ministry construction projects. It is responsible for sales tax adjustments and for ensuring that all payments are in accordance with the contract documents.

The group provides services to this Ministry's Property Management Division in evaluating and recommending construction tenders, resolving disputes and settling claims.

Maintains liaison with construction and consulting associations. Implements new procedures for tendering and operation of construction projects as necessary.

PROPERTY DEVELOPMENT DIVISION

PROGRAM MANAGEMENT BR

MGS 14

77 Wellesley St., 12th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-2172

The branch is responsible for the management of all **accommodation** projects of the Ontario government. Ensures that all projects are completed on schedule, within budget, and to the satisfaction of client ministries. Coordinates accommodation projects related to capital accommodation, **land** acquisition for capital projects, leasing, lease-purchase and accommodation alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs. Also responsible for planning activities relating to the provision and management of accommodation and for the **Accommodation Management Information System**.

DESIGN SERVICES BR

MGS 15

Ferguson Block, 77 Wellesley St., 11th Flr.
Queen's Park, Toronto M7A 2G3
416-965-2108

Provides advisory and design services for Ontario Government lease-purchase, capital and **accommodation** alteration projects, including the preparation of all documents. Part of the interior design consulting function (965-6723) is commissioning works of **art** in government buildings. Provides professional technical assistance to other ministries on problems pertaining to construction, alterations, maintenance and operation of **buildings** and institutions.

LEASING SERVICES SECTION

MGS 16

77 Wellesley St., 13th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-4777

The Leasing Services Section arranges for the appraisal, negotiation and acquisition of leased **real estate accommodation** from the private sector and municipalities. The section serves most agencies and ministries of the Ontario government.

PROPERTY MANAGEMENT DIVISION

PROPERTY MANAGEMENT DIVISION

MGS 17

77 Wellesley St., 12th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-2051

The Property Management Division represents the Ministry throughout the Province through regional and district offices which provide operational maintenance and repair services to Ontario government-owned **buildings**.

The recent reorganization of the Ministry will ensure that the division is more responsive to client ministries' accommodation needs by giving increased responsibility to the regional offices. The regional office system has been restructured into three regions — Southern, Central and Northern — which will oversee the operations of 15 district offices.

The division's head office in Queen's Park is responsible for financial policies and procedures, **energy** management within Ontario government buildings, **heritage** properties, technical consulting, liaison with the Building Owners and Managers Association, and systems engineering.

The Southern Region (Branch) will be responsible for six district offices. The Central Region (Branch) will handle three district offices, in addition to providing housekeeping, maintenance and support services to the Lieutenant Governor and the offices of the Premier, the Speaker and Members of Provincial Parliament in the Legislative Building. The Northern Region (Branch) will have six district offices reporting to it.

Regional and district office staff guide and counsel other ministries, service suppliers, and contractors, developing a closer communications link between them and the program specialists in Queen's Park.

The regional staff are also responsible for the operation, maintenance and repair of

building structures, heating, ventilating, air-conditioning and electrical systems; the provision of cleaning, **security**, grounds maintenance (**horticultural** service); and common administrative services in consolidated government office buildings within their geographic area. In addition, the regional offices are responsible for the **tendering** and supervision of construction of minor capital projects, as well as alterations and improvements for both leased and government-owned buildings.

Regional staff respond to **emergency** situations requiring the protection of Ministry staff, the public and government-owned buildings.

Details on the restructuring of the regional and area office system were not yet available at the time of printing this edition. Consequently, the following list of 11 regional offices and eight area offices is based on the former organization.

Regional Office
345 Park St. W.
P.O. Box 100
Dundas L9H 5E7
416-627-3515

Area Office
24 James St. E.
Orillia L3V 6K7
705-325-7403

Regional Office
400 Elizabeth St.
Guelph N1H 2Y1
519-822-1150

Area Office
322 Kent St. W.
Box 7000
Lindsay K9V 4S9
705-324-9188

Regional Office
Ontario Government Bldg.
P.O. Box 2008
Kemptville K0G 1J0
613-258-3411

Regional Office
Highway 69 South, McFarlane Lake
P.O. Box 2520, Postal Station 'A'
Sudbury P3A 4S9
705-675-4361

Regional Office
1055 Princess St.
Box 8000
Kingston K7L 1H3
613-547-2255

Area Office
Highway 69 South, McFarlane Lake
P.O. Box 2520, Postal Station 'A'
Sudbury P3A 4S9
705-675-4367

Regional Office
900 Highbury Ave.
Box 5452
London N6A 4L6
519-453-3550

Area Office
1353 Gorman St.
North Bay P1B 2Y3
705-476-2260
(Sudbury Region)

Regional Office
24 James St. E.
Orillia L3V 6K7
705-325-7403

Area Office
445 Albert St. E.
Sault Ste. Marie P6A 2J9
705-949-4515
(Sudbury Region)

Area Office
Hollinger Lane
P.O. Box 520
Schumacher P0N 1G0
705-264-2234
(Sudbury Region)

Regional Office
20 Albany St., P.O. Box 3020
Thunder Bay P7B 5G5
807-475-1285

Area Office
20 Albany St., P.O. Box 3020
Thunder Bay P7B 5G5
807-475-1285

Area Office
720 Robertson St., Box 516
Kenora P9N 3X5
807-468-8918
(Thunder Bay Region)

West Central Regional Office
171 Judson St.
Toronto M8Z 1A4
416-255-2381

Queen's Park Regional Office
32/34 Grenville St.
Toronto M7A 1N7
416-965-6811

East Central Regional Office
178 Queen's Quay E.
Toronto M5A 1B4
416-965-6034

ASSISTANT DEPUTY MINISTER, SERVICES

REALTY SERVICES BR ESCALATION SECTION
77 Wellesley St., 13th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-4777

MGS 18

The Escalation Section reviews, audits and arranges for the payment of claims (tax and operating) submitted for **accommodation (real estate)** leased from the private sector. The section serves most agencies and ministries of the Ontario government.

REALTY SERVICES BR LAND TRANSFER
SECTION
77 Wellesley St., 13th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-7952

MGS 19

This section handles appraisal (965-9217), negotiation (965-4770), **expropriation** (965-2070) and **surveys** (965-6748), as required, for the acquisition and sale of interests in **real estate**. The section serves most agencies and ministries of the Ontario government.

REALTY SERVICES BR PROPERTY
ADMINISTRATION
77 Wellesley St., 13th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-2040

MGS 20

The Property Administration Section handles interim management of government **accommodation** including the leasing of temporarily vacant **real estate**. It also assists employees of the **Ontario Public Service** transferred to other locations in Ontario in sell-

ing their homes under the **Home Owner Employee Relocation Plan** (965-3444). The section serves most agencies and ministries of the Ontario government.

CORPORATE SERVICES DIVISION

CORPORATE SERVICES DIVISION

MGS 21

The Corporate Services Division will take on a wide range of responsibilities in the area of implementing the government policy on providing public access to government information and services. It represents a restructuring of those services related to the provision of vital, responsive customer services to client ministries and the public at large.

ACTUARIAL SERVICES

MGS 22

25 Grosvenor St.
Toronto M7A 1N3
416-965-7877

Provides an advisory service to ministries and agencies of the Ontario government on design and costing of **pension** and **insurance** benefits for **employees** of the **Ontario Public Service**. The branch provides all actuarial services for the **Public Service Superannuation Fund** (PSSF) and the **Superannuation Adjustment Fund** (SAF) including annual valuation of these funds.

INFORMATION SERVICES BRANCH

MGS 23

1200 Bay St., 9th Flr.
Toronto M7A 1N3

The Information Services Branch comprises those services essential to the provision of information and related services to client ministries and the public. Its components include the following: client services, Government mail and mass mailing, courier and messenger services, the telephone switchboards, the Citizens' Inquiry Bureau including the Ministry reading room, the publication of Government directories such as the Government of Ontario Telephone Directory and the KWIC Index, the Translation Bureau, Ontario government publications marketing and distribution including the Ontario Government Bookstore, graphic design services, records management, standard forms and signage. The branch is also responsible for developing user applications in the area of computerized retrieval of government information and legislation (e.g., using **Videotex** technology).

The organizational structure of the branch was not yet final at the time of printing this edition. However, the services that are already in place are described individually in the entries that follow.

TELEPHONE SWITCHBOARDS INFORMATION SERVICES BRANCH

MGS 24

The Information Services Branch will be responsible for managing the services provided by the Ontario government's consolidated **telephone switchboards** in Queen's Park, Toronto (416-965-1211); Thunder Bay (807-475-1285); London (519-679-7000); Ottawa (613-566-2721); and Sudbury (705-675-4574).

GOVERNMENT TELEPHONE DIRECTORY PROJECT
 INFORMATION SERVICES BRANCH
 Rm. M1-17 Macdonald Block, 1st Flr.
 Queen's Park, Toronto M7A 1N3
 416-965-7135

MGS 25

This office is responsible for the publication of the **Government of Ontario Telephone Directory**.

GRAPHIC DESIGN SERVICES, STANDARD FORMS
 INFORMATION SERVICES BRANCH
 Ferguson Block, 8th Flr., 77 Wellesley St.
 Queen's Park, Toronto M7A 1N3
 416-965-3004

MGS 26

Services provided by this area involve a graphic design service for all ministries and agencies, and the standardization of forms used throughout the government.

GOVERNMENT MAIL SERVICE
 INFORMATION SERVICES BRANCH
 Macdonald Block, 900 Bay St., 2nd Basement
 Queen's Park, Toronto M7A 1N3
 416-965-6902

MGS 27

Government Mail Service is responsible for **regular mail service**, providing pick-up and distribution of incoming and outgoing mail for the Canada Post Office, as well as inter-ministry mail in Metro Toronto. Also coordinates the **emergency mail service** during postal disruptions. This group also provides a **mass mailing service** on a charge-back basis, which includes addressing, labelling, folding and inserting mail.

RECORDS CENTRE SERVICES
 INFORMATION SERVICES BRANCH
 3215 Erindale Station Rd.
 Mississauga L5C 1Y5
 416-279-5493

MGS 28

The **Records Centre** acts as a custodian and provides secure storage and retrieval services to all ministries and agencies for inactive records, hard copy as well as computer tape and microfilm. It maintains liaison with the Archives of Ontario to ensure the safeguarding of records with long term research significance.

PUBLICATIONS SERVICE
 INFORMATION SERVICES BRANCH
 880 Bay St.
 Toronto M7A 1N8
 Mail Order: 416-965-6015 or
 Toll-free 1-800-268-7540
 In Area Code 807, ask
 Operator for Zenith 67200

MGS 29

Publications Service is responsible for Ontario government **publications** inventory control and distribution to the public, other ministries and to public libraries through a province-wide library depository system. Publications, including **Hansard, Ontario Gazette**,

legislation (**bills** and regulations) can be obtained by personal shopping at the bookstores listed below or by mail order from the Publications Centre, 880 Bay St., 5th Floor, Toronto M7A 1N8. For inquiries regarding personal shopping in Metro Toronto, call the **Ontario Government Bookstore** at 965-2054. For mail order inquiries, call 965-6015; elsewhere in Ontario except Northwestern, call toll-free 1-800-268-7540; in area code 807 ask operator for Zenith 67200. Cheques should be made payable to the Treasurer of Ontario.

PERSONAL SHOPPING

Ontario Government Bookstore
880 Bay St.
Toronto M7A 1N8
416-965-2054

Renouf Publishing Company
65 Sparks St.
Ottawa

Windsor Public Library Bookstore
850 Ouellette Ave.
Windsor

CITIZENS' INQUIRY BUREAU
INFORMATION SERVICES BRANCH
Rm. M1-51, Macdonald Block
Queen's Park, Toronto M7A 1N3
416-965-3535

MGS 30

The Citizens' Inquiry Bureau is an **information service** which refers the inquirer to the appropriate source of Ontario government information or coordinates information and services for those unable to do so themselves. The Inquiry Unit serves the public directly and those who deal with the public such as other Ontario government offices, Members of Provincial Parliament, community information centres, libraries and community and private organizations. Operates a teletype service for the **deaf** (TTY), which enables the deaf to ask questions about provincial services from anywhere in Ontario. The TTY service may be reached by calling 965-5130 in Toronto or by dialing 1-800-268-7095 if long distance. The Bureau operates the Ministry **reading room** to provide public access to all Ministry of Government Services publications, statutes, regulations and most manuals and internal procedures.

The Information Unit (965-1469) produces publications such as this Index to Ontario government programs and services, and develops computerized databases containing provincial government information.

TRANSLATION BUREAU
INFORMATION SERVICES BRANCH
1200 Bay St., 10th Flr.
Toronto M5R 2A6
416-965-2891

MGS 31

The Translation Bureau provides **translation** services for government ministries, designated agencies and the Legislature on a charge-back basis and provides a free service for landed **immigrants** who need official **documents** translated into English in order to find work or pursue their education and training in Ontario. The **French** and English Language Service Sections (965-2891) are located at the above address. The **Multilingual** Service Section (965-1458) for all languages other than French, including the free translation service to the public as described above, is located at the Ontario **Welcome House**, 454 University Ave., Toronto.

PURCHASING SERVICES BRANCH
1200 Bay St., 9th Flr.
Toronto M7A 1N3
416-965-6937

MGS 32

Purchasing Services Branch provides a government-wide printing, purchasing and supply service and consists of five sections described individually in the entries that follow.

PURCHASING SERVICES BR
COLLECTIVE PURCHASING SECTION
1200 Bay St., 9th Flr.
Toronto M7A 1N3
416-965-4751

MGS 33

Purchasing Services Branch, Collective Purchasing Section establishes government-wide standing agreements and standing offers for the **purchase** of commonly used commodities by various ministries and agencies.

PURCHASING SERVICES BR
OFFICE PRODUCTS SECTION
1200 Bay St., 9th Flr.
Toronto M7A 1N3
416-965-1247

MGS 34

Purchasing Services Branch, Office Products Section **purchases furniture** and furnishings for the government and all office machines for the Ministry of Government Services. Purchases equipment for new Ontario government facilities and for operational requirements of the Ministry of Government Services. Also manages the **Government Stationery Service** (965-7460) which operates a retail outlet supplying common **stationery**, office supplies and souvenir products.

PURCHASING SERVICES BR
PRINT PROCUREMENT SERVICE
77 Wellesley St., 8th Flr., Ferguson Block
Queen's Park, Toronto M7A 1N3
416-965-3004

MGS 35

Purchasing Services Branch, Print Procurement Service **purchases printing services** from the private sector as required by the ministries and agencies. Handles contracting for all legislative printing including **legislation (bills and regulations)** and the **Ontario Gazette** and provides subscriptions to **Hansard**, bills, **Votes and Proceedings** and **Order Papers** (call 965-2238).

PURCHASING SERVICES BR
SOURCING SERVICES SECTION
1200 Bay St., 9th Flr.
Toronto M7A 1N3
416-965-6937

MGS 36

Purchasing Services Branch, Sourcing Services Section develops supplier lists, maintains a collection of vendors' catalogues, and operates the **Public Tenders Office** (965-1152) to receive **tenders** for government supply contracts.

PURCHASING SERVICES BR
ASSETS DISPOSAL SERVICE
 185 Judson St., Mimico M8Z 1A5
 416-259-7809

MGS 37

The **Assets Disposal** Service receives, warehouses and arranges for the re-use or disposal of **surplus furniture**, equipment and materials.

GENERAL SERVICES BRANCH
 1200 Bay St.
 Toronto M7A 1N3
 416-965-1051

MGS 38

The General Services Branch provides Ontario government ministries with operational support services such as government payments, insurance and risk management, vehicle repair and trucking, collection services, food services, government **parking**. Food services involve the **tendering** and administration of **catering** contracts for cafeterias and vending machine operations in provincial court houses and office buildings occupied by government ministries. In addition, the Official Documents Section is part of this branch. The services are described individually in the entries that follow.

GOVERNMENT PAYMENTS SECTION
GENERAL SERVICES BRANCH
 25 Grosvenor St.
 Toronto M7A 1R2
 416-965-2905

MGS 39

The Government Payments Section is responsible for the production of cheques for the Ontario government from the **Consolidated Revenue Fund** or for most major cheque issuing programs developed by Ontario government ministries. Reconciles the Consolidated Revenue and most major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned. The section is also responsible for coordinating collection of Ontario Public Service employee **debts**.

CENTRAL COLLECTION SERVICE
GENERAL SERVICES BRANCH
 1200 Bay St.
 Toronto M7A 1N3
 416-965-5195

MGS 40

Central Collection Service provides collection service for **debts** owing to the government.

INSURANCE AND RISK MANAGEMENT SECTION
GENERAL SERVICES BRANCH
 25 Grosvenor St.
 Toronto M7A 1N3
 416-965-6254

MGS 41

Insurance and Risk Management **purchases insurance** for the government and advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

VEHICLE REPAIR AND TRUCKING SECTION GENERAL SERVICES BRANCH

MGS 42

185 Judson St.
Mimico M8A 1A5
416-252-3334

The Vehicle Repair and Trucking Section provides, on a charge-back basis, maintenance, repair and conversion (i.e., conversion of new motor vehicles to suit a ministry's specific needs such as for ambulances) of government **motor vehicles** (251-2058) in addition to a province wide **trucking** service.

OFFICIAL DOCUMENTS SECTION GENERAL SERVICES BRANCH

MGS 43

Hearst Block, 900 Bay St., 3rd Flr.
Queen's Park, Toronto M7A 1N3
416-965-5741

The Official Documents Section prepares, records, searches, and makes **microfilms** and copies of Ontario official **documents**, e.g., **land** patents. For details about land patents such as name of original patentee, date and description of property, contact the Ministry of Natural Resources Land Management Branch Titles Section (965-1319). **Certifies** notarized documents and **affidavits** that are sent abroad by the public for various purposes. **Scrolls Office** (965-5733) prepares congratulatory **scrolls** for Ontario citizens, on request, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations.

COMPUTER & TELECOMMUNICATION SERVICES DIVISION

COMPUTER & TELECOMMUNICATION SERVICES DIVISION

MGS 44

1200 Bay St.
Toronto M5R 2A5
416-965-4262

The Computer and Telecommunication Services Division will play a major role in the overall development of electronic information systems throughout the government.

The division provides the Ontario government with comprehensive **telecommunications** and **computer services** through four branches.

The Computer Services Branch provides a broad range of computer processing services such as time sharing, batch processing, data base and related support services. There are three Computing Centres in Metro Toronto: **Queen's Park Computing Centre** (965-8742), **Leaside Data Centre** (965-8273) and **Downsview Computing Centre** (248-3943).

The Marketing Services Branch (965-5352) provides product planning, development and testing, and is a technical resource to the division.

Telecommunications services, provided through the Telecommunication Services Branch (965-0175) include **radio** (non-broadcast), **telephone**, video, data communications and teleconferencing.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1).

PUBLIC SERVICE SUPERANNUATION BOARD

MGS 45

25 Grosvenor St., 13th Flr.

Toronto M7A 1N3

416-965-1709

The Public Service Superannuation Board recommends payments of **annuities, pensions** and **disability** benefits to **employees** of the **Ontario Public Service** and rules on applications in respect of past service credits and pension credit transfers under the **Public Service Superannuation Act**. The Board also hears **appeals** from contributors, pensioners or dependents against administrative decisions made by the **Employee Benefits Branch**.

ACTS

MGS 46

The following is a list of Acts administered by the Ministry of Government Services. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Flag Act

Floral Emblem Act

Ministry of Government Services Act, 1973

Official Notices Publication Act

Public Service Superannuation Act

MINISTRY OF HEALTH

Hepburn Block, 80 Grosvenor St.
Queen's Park, Toronto M7A 1R3

The Ministry of Health originally was the Provincial Board of Health of Ontario created by the Public Health Act of 1882 as the first permanent health care administrative body in the Province. The Board remained part of the Department of the Provincial Secretary until 1919 when it was transferred to the Department of Labour under the Minister of Health and Labour. The Provincial Board became the Department of Health in 1925. In 1930 the first Minister of Health was appointed and the Department of Hospitals was established under the new Minister's direction. (Hospitals, sanatoria and mental institutions previously reported to the Provincial Secretary.) In 1934 the Department of Hospitals was merged, as a division, under the Department of Health. Insured hospital services were introduced in 1959 and insured physicians' services in 1966; the two were combined under the Ontario Health Insurance Plan (OHIP) in 1972. The Department of Health's name was changed to Ministry of Health in 1971.

The Ministry is responsible for ensuring the good health of the Ontario public by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, the regulation of hospitals and nursing homes, and drug benefit. The Ministry operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

DEPUTY MINISTER'S OFFICE

HEALTH POLICY DEVELOPMENT BR
Hepburn Block, 8th Flr.
Queen's Park, Toronto M7A 1R3
416-965-5915

HEALTH 1

The key responsibility of this branch is to support policy development at the corporate level. The branch provides advice on short term policy issues, and provides analytical and secretariat support for corporate management. It is responsible for liaison and coordination of submissions to Cabinet and the Cabinet Committee on Social Development. It also maintains liaison and coordination regarding **federal-provincial** and **interprovincial** activities and conferences in the **health** field.

HEALTH PROMOTION AND INFORMATION BR
Hepburn Block, 9th Flr.
Queen's Park, Toronto M7A 1S2
416-965-3101

HEALTH 2

Provides information service, **health education** materials and health education programs for the Ministry of Health. The branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

The Health Education Promotion Unit (965-5811) develops strategies and methods for the Ministry in the area of **health education** and health promotion. The unit develops proposals and recommendations to promote the best individual and collective levels of

health possible. The unit also maintains contact with other organizations involved in health promotion, such as those within various levels of government, district health councils, local official health agencies, and professional and voluntary health organizations, to avoid duplication and to reinforce any deserving efforts undertaken in the field.

LEGAL BR

HEALTH 3

Hepburn Block, 10th Flr.

Queen's Park, Toronto M7A 1S3

416-965-2477

Legal Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, appearing before tribunals, etc. The Legal Branch is seconded to the Ministry by the Ministry of the Attorney General.

STRATEGIC RESEARCH AND MANPOWER

HEALTH 4

PLANNING BR

Hepburn Block, 8th Flr.

Queen's Park, Toronto M7A 1R3

416-965-6246

The function of this branch is to promote and provide support for corporate planning. This includes analyzing the **health** care system and its environment from a long-term perspective; developing and implementing health research strategy for the Province; establishing policy regarding health professional and research **manpower**. The branch also manages the health **research grants** and **bursaries** program, including the **Provincial Lottery grants**, directs the **Clinical Education** program, and provides liaison between the Ministry and the **Ontario Council of Health**.

ASSISTANT DEPUTY MINISTER

COMMUNITY LIAISON AND CORPORATE RESOURCES

AFFIRMATIVE ACTION PROGRAM

HEALTH 5

Hepburn Block, 10th Flr.

Queen's Park, Toronto M7A 1R3

416-965-3015

The Affirmative Action Program Manager plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

DISTRICT HEALTH COUNCIL PROGRAM

HEALTH 6

15 Overlea Blvd., 6th Flr.

Toronto M4H 1A9

416-963-0614

District Health Council Program coordinators develop and promote **District Health Councils** which serve as local **health** planning bodies, coordinating and consolidating health services and planning new programs for their areas. **Volunteers** representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The six Area Planning Coordinators act as major Ministry contacts for health planning and coordination of Min-

istry plans and operations on an area basis. The following is a list of **District Health Councils**, organized by area and by county within each area:

CENTRAL EAST AREA

Durham Region District
575 Rossland Rd. E.
Whitby L1N 2M8
416-668-6214

*Haliburton, Kawartha
& Pine Ridge District*
P.O. Box 544
Peterborough K9J 6Z6
705-748-2992

Metropolitan Toronto District
1246 Yonge St., 3rd Flr.
Toronto M4T 1W5
416-922-8820

Peel District
10 Peel Centre Dr., 1st Flr.
Brampton L6T 4B9
416-791-7906

CENTRAL WEST AREA

Brant District
32 Clarence St., Ste. 202
Brantford N3T 2V5
519-756-1330

Halton District
2324 Trafalgar Rd. Box 1086
Oakville L6J 5E9
416-842-2120

Hamilton/Wentworth District
Sanatorium Rd., Box 2085
Main Post Office
Hamilton L8N 3R5
416-389-1321

Niagara District
1440 Pelham St. S., Box 1059
Fonthill L0S 1E0
416-892-5771

Waterloo Region District
235 King St. E., 3rd Flr.
Kitchener N2G 4N5
519-576-3300

Wellington/Dufferin District
73 Delhi St.
Guelph N1E 6L9
519-836-7440

EASTERN AREA

Lanark, Leeds & Grenville District
16 Russell St. E., Box 487
Smiths Falls K7A 4T4
613-283-6980

Ottawa-Carleton Regional District
1335 Bank St., Ste. 304
Ottawa K1H 8K7
613-523-6000

Seaway Valley District
52 Main St. S.
Alexandria K0C 1A0
613-525-4106

NORTH EAST AREA

Algoma District
123 March St., Ste. 103
Sault Ste. Marie P6A 2Z5
705-942-0200

Cochrane District
273 Third Ave., Ste. 401
Timmins P4N 1E2
705-264-9539

Manitoulin-Sudbury District
142 Durham St. S.
Sudbury P3E 3M7
705-675-5654

NORTH WEST AREA

Kenora-Rainy River District
101 Main St. S.
Kenora P9N 1T1
807-468-5683

Thunder Bay District
516 Victoria Ave., Ste. 1
Thunder Bay P7C 1A7
807-623-6131

SOUTH WEST AREA

Essex County District
76 University Ave. W., Ste. 207
Windsor N9A 5N7
519-256-4568

Grey-Bruce District
945 3rd Ave. E., Ste. 5
Owen Sound N4K 2K8
519-376-6691

Kent County District
P.O. Box 1237
Chatham N7M 5R9
519-351-1162

Lambton District
805 Christina St. N., Rm. 203
Sarnia N7V 1X6
519-337-5485

Thames Valley District
310 Wellington Rd. S.
London N6C 4P4
519-679-9140

FRENCH LANGUAGE HEALTH SERVICES**HEALTH 7**

Hepburn Block, 10th Flr.
Queen's Park, Toronto M7A 1R3
416-965-5519

Coordinates the provision of French language services in the Ministry of Health, including the provision of such services to the Franco-Ontarian public.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

HUMAN RESOURCES BR**HEALTH 8**

Hepburn Block, 11th Flr.
Queen's Park, Toronto M7A 1R3
416-965-5077

Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling and the investigation of employee grievances. The branch coordinates the Ministry's **youth employment** program and maintains the Ministry's personnel and employee benefit records. It provides liaison between the Ministry and the Civil Service Commission and the Ontario Public Service Employees Union (OPSEU). The branch is also a resource to the health sector in **labour relations**, compensation studies and management development. The branch is regionalized to provide personnel services to all offices of the Ministry in their geographic regions. Regional offices are listed below.

P.O. Box 1050
Brockville K6V 5W7
613-345-1461

100 West 5th St.
Hamilton L9C 3N6
416-388-2511

752 King St. W.
Kingston K7L 4X3
613-546-1101

850 Highbury Ave.
London N6A 4H1
519-455-5110

Box 3010
North Bay P1B 8L1
705-474-1200

Church St.
Penetanguishene L0K 1P0
705-549-7431

Box 2004
St. Thomas N5P 3V9
519-631-8510

580 Algoma St. N.
Box 2930
Thunder Bay P7B 5G4
807-344-3571

Queen's Park Unit
11th Flr., Hepburn Block
Toronto M7A 1S5
416-965-5041

Overlea Unit 'A'
3rd Flr., 7 Overlea Blvd.
Toronto M4H 1A8
416-965-2025

Overlea Unit 'B'
3rd Flr., 7 Overlea Blvd.
Toronto M4H 1A8
416-965-2025

Islington Satellite Unit
Resources Rd.
Toronto M5W 1R5
416-248-3018

1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

Box 613
Whitby L1N 5S9
416-668-5881

MANAGEMENT PLANNING AND DEVELOPMENT
Hepburn Block, 10th Flr.
Queen's Park, Toronto M7A 1R3
416-965-6854

HEALTH

This is a temporary group established in late 1976 to carry out a program of internal management improvement in the Ministry. Projects to date have covered such areas as Ministry organization; corporate control and operational planning; productivity improvement and executive and management manpower development. The group is also responsible for coordination of the Ministry's customer service and deregulation efforts to improve its service to the public and client groups.

INFORMATION SYSTEMS DIVISION**DATA DEVELOPMENT AND EVALUATION BR**

HEALTH 10

15 Overlea Blvd., 4th Flr.

Toronto M4H 1A9

416-965-8163

The branch is responsible to all levels of the **health** care sector engaged in the planning and evaluation process for the identification, interpretation and provision, in an aggregate form, of health and **socio-economic information** and **research** in areas such as health care utilization, health care payment systems, regional distribution of health care services, and health care **statistics** related to **hospitals** and other **medical** and health care institutions.

MANAGEMENT SYSTEMS BR

HEALTH 11

15 Overlea Blvd., 3rd Flr.

Toronto M4H 1A9

416-965-8019

The branch advises the Ministry and related agencies on all aspects of automatic data processing services. Provides systems development and maintenance, consulting, data entry and data control services for the Ministry. Assists in acquiring related services of central agencies in government or procuring management consulting and systems development services and computer and data entry services and equipment elsewhere. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an information system utilizing security and confidentiality safeguards. Develops policy to guide the effective use of computers and computer applications in **hospitals**.

ASSISTANT DEPUTY MINISTER ADMINISTRATION AND HEALTH INSURANCE**AUDIT BR**

HEALTH 12

7 Overlea Blvd., 2nd Flr.

Toronto M4H 1A8

416-965-4338

Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of accounting, financial and operating controls within the Ministry and in agencies funded by the Ministry.

HEALTH INSURANCE DIVISION**HEALTH INSURANCE DIVISION**

HEALTH 13

GENERAL MANAGER'S OFFICE

Overlea Blvd., 7th Flr.

Toronto M4H 1A8

416-965-1000

The General Manager is responsible for all programs under this division, administered through the branches: the Enrolment Services Branch, the Professional Services Branch and the Operations Branch. In addition, the General Manager is responsible for three units, the functions of which relate to the administration of the Ontario Health Insurance Plan (OHIP): the Management Information and Control Unit, the Planning and Development Unit, and the Health Insurance Review Unit.

opment Unit and the Financial Control Unit. The General Manager is also responsible for planning and implementing the relocation of the OHIP Head Office to Kingston by 1983.

KINGSTON RELOCATION UNIT

HEALTH 1

7 Overlea Blvd., 7th Flr.
Toronto M4H 1A8
416-963-0886

The unit is responsible for planning and implementation of the relocation and/or rehiring of almost 700 Ontario Health Insurance Plan (OHIP) head office and support service positions to the Macdonald-Cartier Building in Kingston by mid-1983. A team of coordinators working under the direction of the Project Manager handles the various aspects of relocation including human resources, accommodation, program movement, information/public relations and project control.

ONTARIO DRUG BENEFIT UNIT

HEALTH 1

7 Overlea Blvd., 7th Flr.
Toronto M4H 1A8
416-965-9451

The unit is responsible for program management of Ontario's **Drug Benefit** program. Publishes and distributes the **Ontario Drug Benefit Formulary** and PARCOST Comparative Drug Index, a prescribing guide for doctors and dispensing aid for pharmacists. When prescribed by an Ontario doctor or dentist and dispensed in Ontario, **drugs** in the Formulary are available free to Drug Benefit recipients. Advises the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on all matters related to Ontario Drug Benefit and provides liaison with **pharmaceutical** services in **nursing homes, homes for the aged, hospitals, and government institutions.**

ENROLMENT SERVICES BR

HEALTH 1

7 Overlea Blvd., 5th Flr.
Toronto M4H 1A8
416-482-1111

The Enrolment Services Branch ensures that programs of the Health Insurance Division serve the needs of all clients. The branch is responsible for the policies relating to registration for **Ontario Health Insurance (OHIP)** and the design of special programs to accommodate special needs (i.e., **premium assistance** based on taxable income, temporary assistance, premium exemption for resident **senior citizens** over 65 years of age and their spouses). Also provides liaison with the federal government and provincial ministries on matters of mutual concern (e.g., **immigrants, refugees, foreign students**) to ensure availability of **health insurance** coverage and to prevent abuse of the system. Reviews operating systems to produce policy and procedures manuals, coordinates manuals distribution to District Training Officers and Operations staff and recommends Health Insurance Act and Regulation changes. The branch is responsible for training of Enrolment and District Office staff in order to minimize problems when clients request information by telephone, in writing or by personal visits to OHIP district and satellite offices. Contact district and satellite offices listed under the Operations Branch entry, HEALTH 17.

OPERATIONS BR

7 Overlea Blvd., 7th Flr.
Toronto M4H 1A8
416-965-5700

HEALTH 17

Administers nine district and nine satellite offices processing claims under the **Ontario Health Insurance Plan (OHIP)**, answering questions about enrolment in OHIP, premium payments, **medical** and **hospital** claims and **Extended Health Care** benefits. Appeals concerning **Extended Health Care** benefits in **nursing homes** are handled by the **Medical Eligibility Committee** (965-3294). Contact district offices listed below. Note: In the Metropolitan Toronto area, inquiries about OHIP claims which have not yet been processed should be directed to the appropriate district office. The appropriate office for all claims made by the patient (e.g., out-of-province claims for services rendered by a health care practitioner outside Ontario) is determined by the patient's address. The office for all claims made through the practitioner is determined by the address at which the practitioner has chosen to register. However, in order to permit an even workload distribution, these addresses do not always correspond exactly to the districts (e.g., North York and Etobicoke claims are processed by the Mississauga office while Scarborough claims are processed by the Oshawa office). Any district office or the practitioner will be able to assist inquirers to determine which office to contact.

Hamilton District Office

5 Main St. W.

Hamilton L8P 4P9

416-528-3481

For toll-free number check the
blue pages of telephone directory

Hamilton District Sub-Office

65 King St. E., Ste. 202

Richmond Hill N2G 2M4

905-745-7379

For long distance ask operator

for Zenith 96420

Hamilton District Sub-Office

5 Church St., Ste. 403

Richmond Hill L2R 3B5

905-682-6658

For long distance ask operator

for Zenith 96420

Kingston District Office

55 Princess St.

P.O. Box 9000

Kingston K7L 5A9

613-546-3811

For long distance dial

300-267-0933

London District Office

227 Queens Ave.

P.O. Box 5700, Terminal A

London N6A 4L6

519-433-4561

If long distance dial

1-800-265-4703

London District Sub-Office

568 North Christina Place

Sarnia N7T 5W5

519-337-3667

If long distance ask operator

for Zenith 69100

London District Sub-Office

1427 Ouellette Ave.

Windsor N8X 1K1

519-258-7560

If long distance ask operator

for Zenith 69100

Mississauga District Office

201 City Centre Dr.

P.O. Box 7020

Postal Station A

Mississauga L5A 3M1

416-275-2730

If long distance ask operator
for Zenith 96420

Oshawa District Office

44 Bond St. W.

Oshawa L1H 7R1

416-576-2870

If long distance dial
1-800-263-3814

Oshawa District Sub-Office

114 Worsley St.

Barrie L4M 1M1

705-726-0326

If long distance dial
1-800-461-7597

Oshawa District Sub-Office

139 George St. N.

Peterborough K9J 3G6

705-743-2140

If long distance ask operator
for Zenith 96420

Ottawa District Office

75 Albert St.

Ottawa K1P 5Y9

613-237-9100

If long distance dial
1-800-267-1912

Sudbury District Office

195 Larch St., 8th Flr.

Sudbury P3B 5R1

705-675-4261

If long distance dial
1-800-461-4006/7/10

Sudbury District Sub-Office

Cooperators Bldg., 205 McNabb St.,
2nd Flr.

Sault Ste. Marie P6B 1Y3

705-254-1815

If long distance ask operator
for Zenith 96420

Sudbury District Sub-Office

101 Mall, Ste. 110

Timmins P4N 6K6

705-267-1164

If long distance ask operator
for Zenith 96420

Thunder Bay District Office

435 James St. S.

P.O. Box 5000

Thunder Bay P7C 5G6

807-475-1351

Ignace & East ask operator
for Zenith 96420

Thunder Bay District Sub-Office

333 Second St. S.

Kenora P9G 1G3

807-468-9554

West of Ignace ask operator
for Zenith 69100

Toronto District Office

2195 Yonge St.

P.O. Box 1700

Terminal A

Toronto M5W 1G9

416-482-1111

If long distance ask operator
Zenith 96420

PROFESSIONAL SERVICES BR

7 Overlea Blvd., 7th Flr.

Toronto M4H 1A8

416-965-2181

HEALTH 1

Adjudicates professionals' claims under the **Ontario Health Insurance Plan (OHIP)**. The adjudication function includes the provision of specialized and consultative services c

claims submitted by practitioners whose services are paid for by OHIP. The branch communicates with professional organizations and licensing bodies including **physicians, dentists, optometrists, chiropractors, osteopaths, chiropodists, and physiotherapists**. The branch assists in establishing **medical** policy for OHIP. Its function includes the assessment of claims made by professionals to ensure that the services were medically necessary, were offered in accordance with accepted professional standards and practice and were, in fact, rendered. Where there is some question as to whether these criteria were met, complaints, with details and OHIP number, can be directed to this branch. For inquiries on payment of claims, contact OHIP district offices listed under the Operations Branch entry, HEALTH 17.

FINANCE AND ADMINISTRATION DIVISION

FINANCE AND ACCOUNTING BR

HEALTH 19

7 Overlea Blvd., 5th Flr.

Toronto M4H 1A8

416-963-0937

Provides financial information to management; establishes the Ministry's **accounting** policies; manages its payment systems, and effects collection and refund of **Ontario Health Insurance Plan (OHIP)** premiums and other Ministry revenues. Payment systems encompass payments to hospitals and related facilities, payments to professionals and subscribers for care provided under the Health Insurance Act, payments for suppliers' goods and services, salaries and payments under special programs such as Homes for Special Care and Extended Health Care programs, and the Ontario Drug Benefit Program (965-9337). For general inquiries concerning the **Homes for Special Care** and **Extended Health Care** programs, call 965-1505. The general accounting function includes payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

FISCAL RESOURCES BR

HEALTH 20

Hepburn Block, 9th Flr.

Queen's Park, Toronto M7A 2C6

416-965-5415

Coordinates the preparation of the Ministry's operational plans, estimates, management by results and financial reports. The branch coordinates budgetary control and provides financial and management consulting services to assist Ministry program managers. It administers Ministry funding and monitors the expenditures of **hospitals** and related facilities. These include public, private and psychiatric hospitals, **home care agencies, nursing homes, ambulance services**, local **health** agencies, crippled children's treatment centres, clinical education, etc.

HEALTH BOARDS SECRETARIAT

HEALTH 21

Hepburn Block, 11th Flr.

Queen's Park, Toronto M7A 2C6

416-965-7285

Provides administrative support to a number of **health** care **appeal** and review boards established by various acts under the Minister's jurisdiction. These Acts include the **Mental Health Act** (which established automatic review of the status of patients continuously detained in **psychiatric** facilities and inquiries into the mental state of involuntary mental

health patients); the **Health Disciplines Act** (for hearings on decisions by colleges of physicians, dentists, optometrists, pharmacists, and nursing on consumer complaints concerning medical services, or membership registration); the **Denture Therapists Act**; the **Health Insurance Act** (covering Ontario Health Insurance (OHIP) appeals); the **Ambulance Act** (appeals on the non-issuance of licences); the **Private Hospitals Act**; the **Public Health Act** (including laboratory licensing); the **Nursing Homes Act**; the **Public Hospitals Act** (with respect to the appointment of medical staff); and the **Funeral Services Act** (with respect to conditions of funeral services and the non-issuance of licences to members).

METRICATION OFFICE

HEALTH 22

880 Bay St., 2nd Flr.
Toronto M5S 1Z8
416-965-3550

Coordinates all aspects of **metric conversion** within the Ministry of Health, provides liaison with other jurisdictions, and acts as the contact point within the Ministry. Through the provision of training, consultation, literature, **films** and other related information, this office is available to act as a resource on conversion for **health** care and professional associations, agencies and private sector organizations and institutions.

ONTARIO DRUG BENEFIT (ELIGIBILITY)

HEALTH 23

7 Overlea Blvd., 7th Flr.
Toronto M4H 1A8
416-965-9337

Selected prescribed **drugs** are provided free to **senior citizens** (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months and are Canadian citizens or landed immigrants; to recipients of **Family Benefits** (FBA), **General Welfare** (GWA) and **vocational** rehabilitation assistance, and **Homes for Special Care** and **Extended Health Care** benefits. The numbered **Ontario Senior Citizens' Privilege Card** entitles eligible patients to drug benefit. Although anyone over 65 who meets eligibility requirements may choose to apply, federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms are available at some pharmacies, all OHIP district offices, or write: Ministry of Health, Drug Benefit, Box 21000, Station A, Toronto M5W 1Y5. FBA (includes the **blind** and **disabled**), GWA and other recipients are issued monthly cards. Drugs must be listed in the **Ontario Drug Benefit Formulary** (for quality and cost control), prescribed by **physicians** or **dentists** and obtained in Ontario.

SUPPLY AND SERVICES BR

HEALTH 24

15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-963-1070

The branch provides the Ministry with administrative services which include purchasing (963-1081), supply, printing, registry, mail and transportation services, records, forms, assets, accommodation and telecommunications management. In addition, it is responsible for **Government Pharmacy and Medical Stores** (248-3084) a warehousing and distribution service for **drugs**, **pharmaceuticals** and **medical supplies**, **microrecording** services (965-8242) which includes health insurance microfilms, the Ministry **library** (965-7881) and such special services as central insurance and claims reporting, vehicle licensing and

staff parking (963-1065). Part of the library is a **reading room** which provides public access to Ministry publications, statutes and most manuals and internal procedures used by the Ministry.

ASSOCIATE DEPUTY MINISTER INSTITUTIONAL HEALTH SERVICES

EMERGENCY HEALTH SERVICES DIVISION EXECUTIVE COORDINATOR'S OFFICE

HEALTH 25

7 Overlea Blvd., 7th Flr.

Toronto M4H 1A8

416-965-5099

The Executive Coordinator's Office provides a focus for planning, development and administration of all emergency **health** related matters. This includes direct program responsibility for land ambulance service, air ambulance service and hospital emergency services.

HOSPITAL EMERGENCY SERVICES

HEALTH 26

7 Overlea Blvd., 7th Flr.

Toronto M4H 1A8

416-965-5099

The Hospital Emergency Services component of this division is responsible for policy development and rationalization of services in the area of institutional **emergency** care, in cooperation with the Ministry's Institutional Division and the Province's **hospitals**.

It is also responsible for the contingency planning section whose objectives include: to maintain and improve the **emergency** preparedness and **disaster** response capability of this Ministry and its related health resources; to offer consultative assistance and expertise to field resources in hospitals and other health care facilities such as public health units and ambulance services; to provide liaison with other ministries and levels of government in the area of health resources' emergency preparedness. The section also administers the provincial responsibilities under two federal programs: the **National Emergency Medical Supplies Stock Pile** and **Casualty Simulation**.

AMBULANCE SERVICES BR

HEALTH 27

7 Overlea Blvd., 7th Flr.

Toronto M4H 1A8

416-965-8034

Ambulance Services Branch is responsible for issuing **licences** to and inspecting **ambulance** services in Ontario. Determines funding to, and generally monitors, these services. Operates a training program for **volunteer** and part time driver/attendants, and is responsible for central examination of graduates of the ambulance and emergency care program in community **colleges**. Provides **Ontario Health Insurance Plan (OHIP)** approval and guidance for out-of-province and air ambulance transfers. Coordination of air ambulance transfers is handled for Northwestern Ontario through the Sioux Lookout Ambulance Dispatch and through Oak Ridges Central Ambulance Dispatch for the rest of the Province. Operates the Ontario Ambulance Services Information System. Six Regional Managers listed below perform decentralized planning and coordinating functions. The branch does not accept requests for emergency ambulance service. If emergency ambulance service is required, consult inside cover of local telephone book or dial '0' for operator and ask for Zenith 90000.

Six Ambulance Services Branch Regional Offices are located throughout the Province. Staff provide a direct link with Ambulance Services Branch Head Office in Toronto; co-ordinate the review and approval of **funds** allocated to each **ambulance** service; provide advice related to **disaster** planning programs and ambulance service training programs; evaluate ambulance vehicle and equipment needs within the region; liaise with all levels of municipal, provincial, and federal governments to ensure appropriate ambulance services; meet with and provide advice to ambulance service operators to ensure that service is provided and that it is consistent with legislated requirements; receive public inquiries on the ambulance system and handle complaints from **consumers** pertaining to the quality of service provided. The regional offices are listed below.

Patterson Bldg.
Chedoke Hospital
P.O. Box 564, Station A
Hamilton L8N 3K7
416-389-2273

London Psychiatric Hospital
850 Highbury Ave., Box 2532
London N6A 4H1
519-453-6630

12 King Rd., P.O. Box 1028
Oak Ridges L0G 1P0
416-773-4341/2

62 Bruyere St.
Ottawa K1N 5C5
613-566-3905

199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4336

Lakehead Psychiatric Hospital
580 Algoma St. N.
P.O. Box 2930, Unit 'C'
Thunder Bay 'P' P7B 5G4
807-344-3571

INSTITUTIONAL DIVISION

INSTITUTIONAL OPERATIONS BR
15 Overlea Blvd., 7th Flr.
Toronto M4H 1A9
416-965-8161

HEALTH 28

The principal functions of the Institutional Operations Branch are to ensure the efficient and equitable distribution of operating funds to **hospitals**, **nursing homes**, crippled children's treatment centres and foundations such as the **Ontario Cancer Treatment and Research Foundation** and the **Addiction Research Foundation**.

Nursing homes are premises operated by persons licensed under the Nursing Homes Act, 1972 for individuals requiring nursing care. Regulations under this Act are enforced by the Nursing Home Inspection Service (7 Overlea Blvd., Toronto M4H 1A8, 963-1038) which issues **licences** to, inspects and investigates **consumer** complaints about, **nursing homes**. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, and sanitation. Approves construction plans for new **nursing homes**. Most nursing home residents are eligible for **Extended Health Care** (EHC) benefits under the **Ontario Health Insurance Plan (OHIP)**. For nursing homes inspection, complaints, and list of **nursing homes** in Ontario, contact head office or regional offices listed below. Licences are issued by head office only.

227 Queens Ave., 3rd Flr.
London N6A 1J8
 519-432-1866

7 Overlea Blvd.
Toronto M4H 1A8
 416-963-1041

2427 Holly Lane, 2nd Flr.
Ottawa K1V 7P2
 613-731-7876

INSTITUTIONAL PLANNING BR
 15 Overlea Blvd., 7th Flr.
 Toronto M4H 1A9
 416-965-8015

HEALTH 29

Reviews and approves plans for construction and renovation of **hospitals**. Administers capital **grants** to approved projects and conducts **research** on development of efficient and economical facilities. Contact Data Development and Evaluation Branch, (Health 10) at 965-8163 for hospital statistics.

The X-ray Inspection Service (7 Overlea Blvd., Toronto M4H 1A8, 963-1035) administers the regulation respecting X-ray safety by registering owners of equipment designed to produce **X-rays** used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of this regulation apply only to the healing arts.

The **Telehealth (Telemedicine) Program** (15 Overlea Blvd., Toronto M4H 1A9, 963-1178) will develop a communications network among **hospitals** and other health care facilities in smaller communities and regional referral centres. Telehealth will enhance access to: high quality **health care** for Ontario residents; high quality continuing education for health professionals; and formal health science education for people living in more remote areas of Ontario.

LABORATORY SERVICES BR

HEALTH 30

Box 9000, Terminal 'A'
 Resources Rd., Hwy. 401 & Islington Ave.
 Toronto M5W 1R5
 416-248-3196

Laboratory Services Branch has **public health laboratories** throughout the Province which perform tests to assist in diagnosis, prevention and treatment of **disease**. Serves doctors, hospitals, health units, and other ministries, and analyzes drinking **water** for the general public. For drinking water specimen mailing kits call local public health laboratory, listed below.

The Laboratory Inspection Section (963-1032) issues **licences** to and inspects **medical laboratories** to ensure development and maintenance of high standards of medical laboratory services and to encourage the most economical use of available resources. Private and **hospital** laboratories are inspected, as necessary, and facts on all aspects of laboratory operations are gathered. The branch also issues licences to specimen collection centres.

Hamilton Psychiatric Hospital
 Fennell Ave. W., Box 2100
Hamilton L8N 3R5
 416-385-5379

Government Bldg.
 Barrie St., Box 240
Kingston K7L 4V8
 613-547-2292

London Psychiatric Hospital
Box 5704, Terminal 'A'
London N6A 4L6
519-455-9310

750 Memorial Ave.
Box 600
Orillia L3V 6K5
705-325-7449

346 Moodie Dr.
Box 6301, Station 'J'
R.R. 2, Bell's Corners
Ottawa K2A 1S8
613-828-2442

*Midwestern Regional Children's
Centre*
Box 700, Highway #23
Palmerston N0G 2P0
519-343-2015 Ext. 221

1341 Dobbin Ave., Box 265
Peterborough K9J 6Y8
705-743-6811

160 McDougall St.
Box 220
Sault Ste. Marie P6A 5L6
705-254-7132

Sudbury & District Health Unit
1300 Paris Cres.
Sudbury P3E 3A3
705-522-2640
(Timmins Satellite)

336 South Syndicate Ave.
Box 1100, Station 'F'
Thunder Bay P7C 4X9
807-622-3171

67 Wilson Ave.
Timmins P4N 2S5
705-264-9571

Central Laboratory
Box 9000, Terminal 'A'
Resources Rd.
Highway 401 & Islington Ave.
Toronto M5W 1R5
416-248-3171

3400 Huron Church Rd.
Box 1616
Windsor N9A 6S2
519-969-4341

ASSISTANT DEPUTY MINISTER, PUBLIC AND MENTAL HEALTH PROGRAM

MENTAL HEALTH POLICY AND PLANNING GROUP

HEALTH 31

Hepburn Block, 8th Flr.
Queen's Park, Toronto M7A 1R3
416-965-6302

The office of the executive coordinator of **mental health** (policy and planning) carries out appropriate **research** and provides recommendations for long range policies and planning as well as consultations on immediate policy changes where they may affect long term planning.

MENTAL HEALTH BR PSYCHIATRIC HOSPITALS

HEALTH 32

Hepburn Block, 8th Flr.
Queen's Park, Toronto M7A 2C4
416-965-6234

Operates ten accredited **psychiatric hospitals** with total bed capacity of approximately 4600. The hospitals provide a full range of psychiatric services including Acute Care,

Long Term Care, Alcohol Services, Psychogeriatric Services, a Maximum Security and Medium Security Unit, Child and Adolescent Services as well as Disturbed Retardate Programs.

Psychiatric hospitals cooperate with general hospitals, District Health Councils and other health agencies in unifying psychiatric services across the Province. The Psychiatric Hospitals Branch administers the **Homes for Special Care** Program, issuing **licences** to and inspecting Homes for Special Care which provide **nursing home** and residential **home** care for former patients of Ontario **psychiatric** hospitals and centres for the **mentally retarded**. There are ten psychiatric hospitals in the Province:

Brockville Psychiatric Hospital
P.O. Box 1050
Brockville K6V 5W7
613-345-1461

Hamilton Psychiatric Hospital
P.O. Box 585
Hamilton L9C 3N6
416-388-2511

Kingston Psychiatric Hospital
P.O. Box 603
Kingston K7L 4X3
613-546-1101

London Psychiatric Hospital
850 Highbury Ave.
P.O. Box 2532
London N6A 4H1
519-455-5110

North Bay Psychiatric Hospital
P.O. Box 3010
North Bay P1B 8L1
705-474-1200

Mental Health Centre
P.O. Box 698
Penetanguishene L0K 1P0
705-549-7431

St. Thomas Psychiatric Hospital
P.O. Box 2004
St. Thomas N5P 3V9
519-631-8510

Lakehead Psychiatric Hospital
P.O. Box 3370
Thunder Bay P7B 5J8
807-344-3571

Queen St. Mental Health Centre
1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

Whitby Psychiatric Hospital
P.O. Box 613
Whitby L1N 5S9
416-668-5881

MENTAL HEALTH BR ADULT COMMUNITY
MENTAL HEALTH
15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-0921

HEALTH 33

The **Adult Community Mental Health Program** funds a range of both **hospital** and community-based **mental health** services including out-patient and day care treatment programs, as well as support services such as alternative housing, vocational retraining programs, rehabilitative and socio-therapeutic programs. The Adult Community Mental Health Program also provides sessional fees for **psychiatrists** in general hospitals engaged in **community mental health** activities.

MENTAL HEALTH BR DETOXIFICATION CENTRES

HEALTH 34

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-965-1021

Under the **Detoxification Centres Program** a total of 15 detoxification centres were in operation during the fiscal year 1980-81. Each centre is associated with a public hospital so that easy access to medical care is available for **alcoholics** and **drug abusers**, when required.

HEALTH PROGRAMS DIVISION

DRUGS AND THERAPEUTICS ADVISORY SERVICE

HEALTH 35

Hepburn Block, 8th Flr.
Queen's Park, Toronto M7A 1R3
416-965-6685

The service is responsible for quality assessment of Ontario's **Drug Benefit** and **PARCOST** (Prescriptions At A Reasonable Cost) programs. Recommends listing of drugs in the **Drug Benefit Formulary** and PARCOST Comparative Drug Index after assessment for safety, quality and therapeutic value. Drugs listed in this publication also serve as the list of benefits for Ontario Drug Benefit. Advises the Ministry of Health, Ontario government and institutions, professional groups, **pharmaceutical** industry and the general public on matters which relate to pharmaceuticals, pharmacology, therapeutics, and the practice of **pharmacy**. Sets standards of quality for pharmaceuticals in nursing homes, Homes for the Aged, hospitals and government institutions.

PARCOST PROGRAM

HEALTH 36

Hepburn Block, 8th Flr.
Queen's Park, Toronto M7A 1R3
416-965-6685

PARCOST (Prescriptions At A Reasonable Cost) Program is administered by Drugs and Therapeutics Advisory Service, Health Programs Division. **Pharmacists** who voluntarily participate in PARCOST agree to dispense prescriptions at no more than the cost of the **drugs** listed in the **Drug Benefit Formulary** and PARCOST Comparative Drug Index plus a professional dispensing fee which is negotiated with the Ontario government. Drugs listed are assessed by the Drugs and Therapeutics Advisory Service for safety, quality and therapeutic value. This same publication also serves as the list of drugs which are provided as benefits under Ontario Drug Benefit.

HOME CARE PROGRAM

HEALTH 37

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-0921

The Home Care Program provides services at the community level to appropriate patients in their homes in lieu of, or following discharge from, active treatment **hospitals**. The Province is served by 38 local programs; services include **nursing**, **physiotherapy** and **occupational therapy**, **nutritional** counselling, medical **social work**, **speech therapy**, **drugs**, medical supplies and equipment, **meals-on-wheels** and **homemaking**.

PROGRAM ADVISORY BR

HEALTH 38

15 Overlea Blvd., 6th Flr.

Toronto M4H 1A9

416-963-1171

Consultants who are experienced in their own fields of personal health care provide the Ministry with expertise and advice on the **health care** delivery system and increasingly in health care planning. These consultants represent general and specialty **physicians** and the fields of long term care, **physiotherapy**, activation, **occupational therapy**, **speech pathology** and **audiology**.

Branch activities can be divided into two main sections: the provision of professional advice and the management of various transfer-payment programs.

Professional advice is given to senior staff and program management in the Ministry and to hospitals and other care facilities, agencies or programs in the field. For example, consultants promote **community health** programs related to prenatal and postnatal care and education, infant and preschool health, health of **children** at school, **family life education** and **family planning**. Contact the Ministry's Health Promotion and Information Branch for information (965-5167).

Transfer-payment (or federal-provincial cost-sharing or **grants**) programs include the following:

The **Alternate Payment Program** (963-0921) negotiates contracts for **medical** services in circumstances where contract arrangements are believed by the individual parties to be more suitable than application of the current **OHIP** Schedule of Benefits. The 28 existing contracts can be divided into three main groups: emergency services, chronic care and miscellaneous services which vary from nurse practitioners to psychiatrists working with boards of education.

The **Arthritis Society Program** (963-0921). The Society's Ontario Division provides **physiotherapy** home services for **arthritis** patients. The treatment objective of the Home Physiotherapy Program is to enable the patient to make the best possible adjustment to conditions within the home.

The **Canadian Hearing Society Program** (963-1098). The Canadian Hearing Society, a province-wide service organization for the **deaf** or hearing-impaired, is headquartered in Toronto and has 10 regional branches. The Ministry provides the Society with **audiological** services support through the provision of staff to consult in rural areas, to operate its mobile facility and to service its main headquarters clinic.

Family Planning and Conception Control (963-1098). Programs in 23 health units are intended to provide support for improving services in four major areas of **family planning**: promotion, education, counselling and clinical services.

Placement Coordination Services (963-1176). This program commenced in 1979 and is totally funded by the Ministry. Its primary objective is to provide a single channel to help people requiring placement in **long-term medical care** facilities obtain suitable accommodation and the most appropriate services. A placement coordination service may be sponsored locally by any recognized planning or service agency. Sponsoring groups must obtain written agreement from the majority of local hospitals, nursing homes and homes for the aged signifying their participation before a program can be funded by the Ministry.

Underserviced Area Program (963-1176). The program was started in response to complaints from many isolated communities concerning the difficulties in obtaining family practitioner services. The program is designed to provide dentists' and physicians' services in Northern and remote communities in Ontario. **Physicians, dentists, audiologists and speech pathologists** are encouraged to practice in these areas by a program of **bursaries** in their undergraduate years and incentive **grants** after completing their studies.

The Mobile **Dental Coach Program** provides **children's dental services** in very small and underserviced communities.

PROGRAM DEVELOPMENT BR

HEALTH 39

15 Overlea Blvd. 6th Flr.

Toronto M4H 1A9

416-965-8071

The branch consists of a staff who can assist in the development of projects directed at increasing the effectiveness and efficiency of **health** care delivery. The staff review proposals developed by District Health Councils, community health groups or agencies, assist in assessing the need for programs, determine the need for new health care programs and evaluate existing programs. Current projects include developing a comprehensive strategy of health care for the elderly, increasing self-care and individual responsibility in health care and increasing knowledge and use of planning frameworks and methods, including need assessment and evaluation. The branch manages the **Health Service Organizations** program which provides an alternate system of organizing and funding a variety of health services to meet the health needs of a population.

PUBLIC HEALTH BR

HEALTH 40

15 Overlea Blvd., 5th Flr.

Toronto M4H 1A9

416-965-5059

Provides leadership and support to the public health system in the Province through: comprehensive support services to Health Units and corporate management in the Ministry based on an in depth knowledge of issues and needs, both local and provincial; central epidemiological services in support of an effective public health system response to outbreaks of disease. It also maintains a comprehensive data base for health care planning at the Ministry and local levels.

PUBLIC HEALTH BR CHEST DISEASE SERVICE

HEALTH 41

880 Bay St., 2nd Flr.

Toronto M5S 1Z8

416-965-6921

Provides diagnostic services for **tuberculosis** and respiratory **disease** and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of **miners**. Also processes applications of prospective **immigrants** with chest disease. Provincial chest clinics are listed below.

208 Dundas St. E., Ste. 201

Box 425

Belleville K8N 5A5

613-962-5397

Brant Sanatorium

25 Bell Lane

Brantford N3T 1E1

519-756-5617

Box 68
50 Hillside Dr. N.
Elliot Lake P5A 2J6
705-848-2239

3315 Bloor St. W.
Etobicoke M8X 1E7
416-233-1364

McMaster University
Medical Centre
1200 Main St., Room 3VID
Hamilton L8N 3Z5
416-525-8470

1055 Princess St., Ste. 101
Kingston K7L 5T3
613-547-2296

38 Second St., Box 864
Kirkland Lake P2N 3K4
705-567-4466

Ontario Government Bldg.
322 Kent St. W.
Lindsay K9V 5E5
OR
P.O. Box 7000
Lindsay K9V 5E5
705-324-6100

C.N. Building
205 York St.
London N6A 1B4
519-432-6738

95 Dundas St. W.
Mississauga L5B 1H7
416-270-9223

Medical Dental Centre
1221 Algonquin Ave., 5th Flr.
North Bay P1B 4Y3
705-472-8090

260 Mississauga St. W.
Orillia L3V 3B8
705-325-7489

Durham Regional Health Unit
301 Golf St.
Oshawa L1G 4B2
416-723-8521

403 Somerset St. W.
Ottawa K2P 0K1
613-566-3763

139 George St. N.
Peterborough K9J 3G6
705-745-1401

Civic Centre
99 Foster Dr., 6th Flr.
Sault Ste. Marie P6A 5X6
705-949-9111

1300 Paris Cres.
Sudbury P3E 3A3
705-522-0212

435 James St. S.
Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1661

54 Wilson Ave.
Timmins P4N 2S7
705-264-1384

880 Bay St.
Toronto M5S 1Z8
416-965-7181

2622 Danforth Ave.
Toronto M4C 1L7
416-699-1071

Scarborough Civic Centre
160 Borough Dr.
Scarborough (Metro Toronto) M1P 4N8
416-296-7429

5318 Yonge St.
Willowdale (Metro Toronto) M2N 5P9
416-225-9178

Waterloo Square
75 King St. S., 6th Flr.
Waterloo N2J 1P2
519-886-4220

50 Windsor Ave., Ste. 242
Windsor N9A 6V9
519-254-8619

**PUBLIC HEALTH BRANCH
DISEASE CONTROL AND EPIDEMIOLOGY**

HEALTH 42

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-965-4094

This office is a comprehensive provincial epidemiology service which collects **statistics** on **disease** trends including infectious and noninfectious diseases, sexually transmitted diseases, animal diseases with human implications, and various environmental hazards with public health implications.

Provides **vaccines**, **snake** anti-venin, anti- **rabies** treatment and **drugs** for the treatment of leprosy and of sexually transmitted or **venereal diseases**.

Provides a consultative service to Medical Officers of Health, private physicians, other ministries and agencies in matters of **disease** control.

**PUBLIC HEALTH BR NORTHERN ONTARIO
PUBLIC HEALTH SERVICE**

HEALTH 43

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-1176

The Northern Ontario Public Health Service (NOPHS) provides direct **public health** services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to **industrial** camps in these areas. NOPHS offices are listed below.

Anglican Church
Box 57
Moosonee P0L 1Y0
705-336-2294

435 James St. S.
Box 5000
Thunder Bay P7C 5G6
807-475-1341

P.O. Box 331
Pickle Lake P0V 3A0
807-928-2234

217 Algonquin Blvd. E.
Box 491
Timmins P4N 7E7
705-264-4763

75 Elgin St., Box 121
Sault Ste. Marie P6A 5L2
705-256-2224

Medical Building
606 Pine Cres.
White River P0M 3G0
807-822-2353

174 Larch St.
Box 1231
Sudbury P3E 4S7
705-674-3151 Ext. 262

PUBLIC HEALTH BRANCH
PUBLIC HEALTH RESOURCE SERVICE

HEALTH 44

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-965-4674

The Public Health Resource Service is a multi-disciplinary team of public health professionals who work in close collaboration with local health agencies, federal and municipal governments, universities and professional associations to identify and respond to province-wide **public health** needs. The service provides technically-competent consultative support in the practice of **public health** to field agencies/organizations in the areas of **nursing, nutrition, public health inspection, dentistry, veterinary** medicine (safe **food** production and food borne illnesses) and project management and coordination. Its activities include provision of engineering advice on the design and operation of recreational **camps** and issuing **licences** to these camps. It also administers the regulation regarding public **swimming pools** under the Public Health Act, including approval of building plans (965-4441). For the delivery of local **public health** services, contact the municipal public health unit.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ADDICTION RESEARCH FOUNDATION

HEALTH 45

33 Russell St.
Toronto M5S 2S1
416-595-6100

The Addiction Research Foundation (ARF) conducts **research** and demonstration treatment, provides **educational** and consultative services, and publishes material in the field of **alcohol** and **drug** addiction. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The **library** of the Addiction Research Foundation has an extensive collection of research reports, books and **audio-visual** material and is open to the public (Telephone 595-6144). Inpatient and outpatient treatment for alcoholics and drug addicts and abusers is available through the Clinical Institute (595-6021), a 63-bed research and teaching hospital affiliated with the University of Toronto. Regional ARF offices assist communities in the development of preventive and treatment services.

BOARD OF FUNERAL SERVICES

HEALTH 46

25 Grosvenor St.
Toronto M4Y 1A9
416-921-5164

The Board of Funeral Services administers the Ontario **Funeral Services Act**. **Licenses** **funeral** directors and funeral service establishments. Handles **consumers'** complaints or inquiries on funeral services in Ontario.

ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION

HEALTH 47

7 Overlea Blvd., 2nd Flr.

Toronto M4H 1A8

416-423-4240

The Ontario Cancer Treatment and Research Foundation supports programs of diagnosis, treatment and **research** in **cancer**. Conducts seven regional cancer treatment centres (associated with hospitals) and 24 consultative and follow-up clinics. It is affiliated with the Ontario Cancer Institute (incorporating the Princess Margaret Hospital), Toronto. Services and rehabilitation programs funded include speech therapy, prosthetic devices, colostomy patients' program, transportation of patients travelling over 25 miles, chemotherapeutic drugs for needy Ontario patients. Maintains and operates 6 lodges where out-of-town ambulatory patients receiving treatment can be accommodated. Statistical section promotes adequate reporting of cancer cases and compiles **statistical** data. Supports undergraduate and postgraduate study in oncology for **medical**, paramedical and scientific personnel. Supports career scientists and awards research associateships and **grants** in aid of laboratory and clinical cancer investigation.

ONTARIO COUNCIL OF HEALTH

HEALTH 48

700 Bay St., 14th Flr.

Toronto M5G 1Z6

416-965-5031

The Ontario Council of Health advises the Minister of Health on **health** care matters. Studies questions affecting health services, **research** and **manpower**. Also makes recommendations about studies relating to the work of the Council but carried out by others.

ONTARIO MENTAL HEALTH FOUNDATION

HEALTH 49

365 Bloor St. E., Ste. 1708,

Toronto M4W 3L4

416-920-7721

The Ontario Mental Health Foundation provides **grants** for **mental health research**. The Ontario Mental Health Foundation supports specific projects, predoctoral and postdoctoral students, and postgraduate independent research.

HEALING ARTS RADIATION PROTECTION COMMISSION

HEALTH 50

7 Overlea Blvd.

Toronto M4H 1A8

416-963-1030

The **Healing Arts Radiation Protection (H.A.R.P) Commission** oversees matters pertinent to the Healing Arts Radiation Protection Act. The Commission will develop an **x-ray safety** code, approve educational courses in x-ray safety, and advise the Minister of Health on x-ray safety and relevant issues.

ACTS

HEALTH 51

The following is a list of Acts administered by the Ministry of Health. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Alcoholism and Drug Addiction Research Foundation Act
Ambulance Act
Cancer Act
Cancer Remedies Act
Chiropody Act
Community Psychiatric Hospitals Act
Dental Technicians Act
Denture Therapists Act
Drugless Practitioners Act
Fluoridation Act
Funeral Services Act
Healing Arts Radiation Protection Act (some sections not yet proclaimed)
Health Disciplines Act
Health Insurance Act
Homes for Special Care Act
Hypnosis Act
Mental Health Act
Mental Hospitals Act
Ministry of Health Act
Municipal Health Services Act
Nursing Homes Act
Ontario Mental Health Foundation Act
Ophthalmic Dispensers Act
Private Hospitals Act
Private Sanitaria Act
Psychologists Registration Act
Public Health Act
Public Hospitals Act
Radiological Technicians Act
Sanatoria for Consumptives Act
Venereal Diseases Prevention Act
War Veterans Burial Act

MINISTRY OF INDUSTRY AND TRADE

Hearst Block, 900 Bay St.

Queen's Park, Toronto M7A 2B1

On February 13, 1982, Premier William Davis announced that the Ministry of Industry and Tourism would be reorganized and called the Ministry of Industry and Trade. At the same time, the Premier announced that the Ministry's tourism functions would be taken over by the new Ministry of Tourism and Recreation.

In addition to the industry and trade mandate of the former Ministry of Industry and Tourism, the functions of the reorganized Ministry of Industry and Trade are being expanded to include responsibility for economic development across the Province.

The former Ministry of Industry and Tourism was formed through an amalgamation of the departments of Trade and Development, and of Tourism and Information in April, 1972. The Ministry of Industry and Tourism served to encourage the effective development of Ontario's industry, manufacturing and small business sectors; to increase their sales domestically and abroad; to search out new market opportunities; to encourage new technology; to identify key economic problems or opportunities; to assist in the development and promotion of Ontario's tourism industry.

DEPUTY MINISTER'S OFFICE

ADVERTISING AND PROMOTION SERVICES GROUP

MIT 1

Hearst Block, 900 Bay St., 10th Flr.

Queen's Park, Toronto M7A 2E1

416-965-4004

The Advertising and Promotion Services Group has two sections: Advertising Services and Audio-Visual Services. Advertising Services (965-3255), a resource unit, consults with ministries and agencies of the Ontario government on **advertising** matters, agency selection procedures and remuneration policies. Coordinates the **Government Information/Communication Program** which provides information on citizen services through an advertising series in weekly newspapers. Also coordinates the 'Ontario 20' program which places similar government information advertising in **ethnic** publications, radio and television. Coordinates the **Agency of Record** purchasing of advertising (print space and **broadcast** time) for all ministries and agencies of the Ontario government.

Audio-Visual Services provide a **photographic** library (965-5411, slides and prints), photographic coverage and darkroom facilities (965-5411), plus A/V production, consultation, screening, equipment, and support services. Also operate the 10th floor theatre (965-2523), Hearst Block. **Industry and tourism films** are available for booking through City Films (869-1633).

OFFICE OF PROCUREMENT POLICY

MIT 2

900 Bay St., 7th Flr., Hearst Block

Queen's Park, Toronto M7A 2E9

416-965-1809

The Office of Procurement Policy seeks to maximize the Canadian content of goods and services purchased by Ontario public bodies (including municipalities, school boards, universities, hospitals, ministries). This goal is to be achieved by actions such as: increas-

ing Canadian industry's understanding of opportunities to sell to governments in Ontario, and facilitating the use of these opportunities; providing Ontario public bodies with a broad understanding of existing and potential capabilities of Canadian industry to provide the goods and services required by governments and advocate the use of these capabilities wherever possible; develop and administer specific programs designed to increase Canadian content. Programs include the Ontario government's policy to purchase from Canadian suppliers if their prices are no more than 10% higher than those offered by foreign suppliers and a review process to maximize national industrial development benefits derived from Ontario procurement.

ADMINISTRATION DIVISION

FINANCE AND SYSTEMS BR

MIT 3

900 Bay St., 9th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4303

The Estimates and Financial Reports Section (965-4303) coordinates multi-year plan and other related submissions. Develops internal financial information systems.

Accounts Section (965-5296) is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

Systems Development Section (965-1873) is responsible for the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with the Ministry of Government Services' Communications and Computer Services Division. For government systems development policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch, MB 6.

MANAGEMENT SERVICES BR

MIT 4

900 Bay St., 8th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4566

The branch provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management and assets management. The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for office safety supervision.

AUDIT SERVICES BR

MIT 5

900 Bay St., 8th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4510

The branch is responsible for the Ministry's audit functions which include the review and appraisal of its accounting, financial, and operational controls.

MIT 6

PERSONNEL BR

900 Bay St., 8th Fl., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4259

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The branch also plans, develops and coordinates the Affirmative Action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

PROGRAM PLANNING AND BUDGETING GROUP

MIT 7

900 Bay St., 5th Fl., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4011

The group is responsible for the preparation of the Ministry's annual budgets and estimates.

COMMUNICATIONS DIVISION**COMMUNICATIONS DIVISION**

MIT 8

900 Bay St., 9th Fl., Hearst Block
Queen's Park, Toronto M7A 2E1

The Communications Division has two branches. The **Media Relations Branch** (965-7075) provides information to the news and **travel** media, produces **Ontario Business News** and **Ontario Tourism News** and provides promotion services for visiting **industry** and **travel** writers from abroad (965-3252).

The **Creative Services Branch** (965-5466) operates an information centre/library for public inquiries on **trade**, **technology**, **tourism**, and **business** (965-3365), produces publications for the Ministry (965-5412) and develops communications programs for the Ministry. The library also operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

INDUSTRY DIVISION**CUSTOMER SERVICE DEREGULATION AND
INDUSTRY SUPPORT**

MIT 9

900 Bay St., 6th Fl., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-3405

The Customer Service Deregulation (965-3405) Office's objective is to become an advocate for Ontario **businesses** in their relations with other Ontario government ministries

and other governments. In addition to promoting the existence of this office, its activities include opening up channels of communication between the businesses and other ministries/governments, providing customer service coordination to this Ministry so its procedures may be simplified for the benefit of its clients, investigating individual company problems resulting from policies and regulations of governments.

The Industry Support Services Office (965-7972) is responsible for maintaining a centralized filing system for the industry division. This includes files such as company annual reports, product brochures, and any interaction between this Ministry and a company. The office operates and controls a computerized industrial mailing list used within the Ministry as a working tool to assist industry division programs such as industrial development and trade marketing. It also publishes and distributes to Ontario **manufacturers** only a monthly bulletin '**The Market Place**', for the purpose of bringing to the attention of the **industry** available joint ventures, licensing arrangements, inventions, etc.

ENERGY PROJECTS GROUP
900 Bay St., 7th Fl., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-4356

MIT 10

The Energy Projects Group deals with all aspects of **energy** problems and opportunities relating to Ontario's **manufacturing** and **tourism** sectors. Policy development activities include evaluating and recommending programs and policies, analyzing current and future trends to assist **industry** in **energy conservation**. Program delivery activities include administering the **Energy Bus Program** (equipped with a computerized service to assist small and medium sized **business** in **energy conservation**), administering the federal-provincial agreement for renewable energy demonstration projects and energy conserving products, administering the **Ontario Industrial Energy Conservation and Oil Substitution Incentive Program**, ensuring the transfer of advanced **technology** in the energy field, actively pursuing an industry energy conservation program, and assessing and supporting industrial products related to energy.

EVALUATION AND ASSESSMENT BR
900 Bay St., 6th Fl., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-7997

MIT 11

The branch screens and analyzes requests for financial assistance, makes recommendations to various government boards, and negotiates performance commitments.

INDUSTRIAL DEVELOPMENT BR
BUSINESS OPPORTUNITIES SECTION
900 Bay St., 6th Fl., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-5491

MIT 12

The Business Opportunities Section assists in the development of **industrial technology** by: evaluating new materials, products and processes through contact with the **manufacturing** industry, associations and **research** institutions; assists Canadian and foreign **business investors** in arranging joint ventures, licensing agreements, and **corporation** mergers and acquisitions. Information is also available from field offices listed under this Ministry's Industry Operations Br entry, MIT 15.

INDUSTRIAL DEVELOPMENT BR
PLANT LOCATION SECTION
 900 Bay St., 6th Flr., Hearst Block
 Queen's Park, Toronto M7A 2E1
 416-965-7199

MIT 13

The Plant Location Section provides a confidential consulting service to **industries** considering the establishment of new or expanded manufacturing facilities. Consultative services and publications are also available to municipalities on matters related to industrial development, industrial parks and promotion. Information is also available from field offices listed under this Ministry's Industry Operations Br entry, MIT 15.

INDUSTRIAL DEVELOPMENT BR
INDUSTRIAL PROMOTION SECTION
 900 Bay St., 6th Flr., Hearst Block
 Queen's Park, Toronto M7A 2E1
 416-965-0157

MIT 14

The Industrial Promotion Section promotes Ontario as an attractive **business investment** opportunity through a comprehensive marketing program involving **advertising**, publications and publicity promotion programs. Also provides information assistance to encourage the **film industry** to produce **films** in Ontario. Information is also available from field offices listed under this Ministry's Industry Operations Br entry, MIT 15.

INDUSTRY OPERATIONS BR
 900 Bay St., 5th Flr., Hearst Block
 Queen's Park, Toronto M7A 2E1
 416-965-5834

MIT 15

Industry Operations Branch delivers the programs and services of the Ministry through its 18 offices in Ontario and its international offices (listed below). In Ontario, general **business** counselling is provided to entrepreneurs, **inventors** and those in the manufacturing **industry**. Foreign offices listed below assist business and the manufacturing industry in developing **trade** leads and sales outlets. The branch investigates marketing problems; assists in capital projects abroad. Organizes **trade**, **technology** and business opportunity missions, international trade fairs. Counsels foreign companies seeking **manufacturing investment** opportunities in Ontario. This branch also assists **architects**, **engineers** and heavy equipment manufacturers in obtaining international capital projects.

FIELD OFFICES IN ONTARIO

143 Parkedale Ave.
Brockville K6V 6B2
 613-342-5522

For toll-free number check
 blue pages of telephone directory
 (Eastern Ontario Area)

119 King St. W., 3rd Flr.
Hamilton L8N 3Z9
 416-521-7783

If long distance ask Operator
 for Zenith 59130
 (Central West Ontario Area)

1055 Princess St., Ste. 308
Kingston K7L 5T3
 613-547-2248

If long distance ask Operator
 for Zenith 59130
 (Eastern Ontario Area)

305 King St. W., Ste. 507

Kitchener N2G 1B9

519-744-6391

If long distance ask Operator
for Zenith 59130

(Central West Ontario Area)

195 Dufferin Ave., Ste. 607

London N6A 1K7

519-433-8105

If long distance dial

1-800-265-4743

(Southwestern Ontario Area)

201 City Centre Dr., 6th Flr.

Mississauga L5B 2T4

416-279-6515

(Central East Ontario Area)

Northgate Plaza

1500 Fisher St.

North Bay P1B 2H3

705-472-9660

If long distance ask Operator
for Zenith 59130

(Northern Ontario Area)

73 Mississauga St. E., 2nd Flr.

Box 488

Orillia L3V 6K2

705-325-1363

If long distance ask Operator
for Zenith 59130

(Central East Ontario Area)

56 Sparks St., Ste. 404

Ottawa K1P 5A9

613-566-3703

If long distance ask operator
for Zenith 59130

(Eastern Ontario Area)

Nor-Towne Plaza

1131 Second Ave. E., Ste. 104

Owen Sound N4K 2J1

519-376-3875

If long distance ask Operator
for Zenith 59130

(Southwestern Ontario Area)

139 George St. N.

Peterborough K9J 3G6

705-742-3459

For toll-free number check
blue pages of telephone directory
(Eastern Ontario Area)

15 Church St., 4th Flr.

Provincial Gas Bldg.

St. Catharines L2R 3B5

416-684-2345

If long distance ask Operator
for Zenith 59130

(Central West Ontario Area)

120 Huron St.

Sault Ste. Marie P6A 1P8

705-253-1103

If long distance ask Operator
for Zenith 59130

(Northern Ontario Area)

199 Larch St., 4th Flr.

Sudbury P3E 5P9

705-675-4330

If long distance dial

1-800-461-1196

(Northern Ontario Area)

435 James St. S., 3rd Flr.

Box 5000

Thunder Bay P7C 5G6

807-475-1325

If long distance ask Operator
for Zenith 59130

(Northern Ontario Area)

273 Third Ave., Ste. 200

Timmins P4N 1E2

705-264-5393

If long distance ask Operator
for Zenith 59130

(Northern Ontario Area)

5 Fairview Mall Dr., Ste. 480

Willowdale M2J 2Z1

416-491-7680

If long distance ask Operator
for Zenith 59130

(Central East Ontario Area)

250 Windsor Ave.

2nd Flr., Rm. 227

Windsor N9A 6V9

519-252-3475

If long distance dial

1-800-265-1345

(Southwestern Ontario Area)

INTERNATIONAL OFFICES

Peachtree Centre, Harris Tower

233 Peachtree St. N.E., Ste. 501

Atlanta, Georgia 30303

404-681-1524

208 South LaSalle St.

Suite 1816

Chicago, Illinois 60604

312-782-8688

717 North Harwood St., Ste. 1250

12th Flr., Diamond Shamrock Tower

Dallas, Texas 75201

214-748-0283

Bockenheimer Landstr 51/53

D6000 Frankfurt 1, Germany

611-72-09-71

ONTARIO HOUSE

Charles II St.

London, England SW1Y 4QS

011-44-1-930-6404

Ontario House is part of this Ministry's Industry Operations Branch. The Agent General, Ontario House, is responsible for representational and other activities in Britain and Ireland on behalf of all Ontario government ministries. In addition to performing the functions as described under the Industry Operations Branch entry, this office promotes Ontario **tourism**, assists Ontario **manufacturers** seeking technical and professional **manpower** not available from Canadian sources and provides the public business groups and the media with information on Ontario. This office is involved in the development of **agricultural** opportunities in Europe and acts as a **cultural** representative of Ontario.

Admiralty Centre, Tower II

Harcourt Road, Ste. 1303

Hong Kong

5-276421

Ontario House

Charles II St.

London, England SW1Y 4QS

930-6404

700 S. Flower St.

Suite 1420

Los Angeles, California 90017

213-622-4302

1251 Ave. of the Americas

Suite 1080

New York, New York 10020

212-247-2744

19 Ave. Montaigne

75008 Paris, France

720-61-37

World Trade Centre Bldg.

Rm. 1219

4-1 Hamamatsu-cho 2-chome

Minato-ku Tokyo 105, Japan

3-436-4355

MIT 16

SMALL BUSINESS DEVELOPMENT BR

SELECTIVE PLACEMENT SECTION

900 Bay St., 7th Flr., Hearst Block

Queen's Park, Toronto M7A 2E1

416-965-5331

MIT 17

The Selective Placement Section is responsible for two employment development pro-

grams: **Employers Skill Search Program** provides Ontario **business** with information and assistance with regard to professional and **skilled manpower counselling**. It operates in cooperation with the Canada Employment and Immigration Commission and deals with offshore recruitment when it becomes essential to meet employers' production commitments. The section also provides information on various government agency programs related to training.

The **Immigrant Entrepreneur Development Program** assists prospective **foreign business** persons by determining the viability of their **business prospects** and cooperates with the Canada Employment and Immigration Commission by providing an appraisal so that this may be taken into consideration when the person applies for permanent admission to Canada.

Branch services are delivered from Queen's Park and the Ministry's field offices listed under the Industry Operations Br entry, MIT 15.

SMALL BUSINESS DEVELOPMENT BR ADVISORY SERVICES SECTION

MIT 18

900 Bay St., 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-5494

The Advisory Services Section provides consulting services to small **business** on marketing, financial management and planning, entrepreneurship, physical distribution management and business planning. Assists those starting a business with entrepreneurial consulting, the 'Starting a Small Business' book and '**Starting a Business**' seminars. **Promotional Aids Marketing Program (PAMP)** provides **financial assistance** and marketing help in the design of packaging, instructional material, literature and sales brochures for new or innovative products that small Canadian-owned, Ontario companies are **manufacturing**. The **Small Business Management Development Program** provides management consulting to small business retail and service sectors through private sector consultants. The **University Small Business Assistance Program** provides grants to business schools at Ontario universities to permit the employment of their students in providing consultant services to small business during the summer vacation. Branch services are delivered from Queen's Park and the Ministry's field offices listed under the Industry Operations Br entry, MIT 15.

SMALL BUSINESS DEVELOPMENT BR ASSISTANCE PROGRAMS

MIT 19

900 Bay St., 7th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-0410

The **Product Development Management Program (PDMP)** provides **grants** to small **manufacturing businesses** to strengthen product development. The **Technological Assessment and Planning Program (TAP)** provides **grants** for small **manufacturing businesses** to have **technological** assessment and planning for a new product. The **Program to Encourage Product and Process Innovation (PEPPI)** aids **inventors** or entrepreneurs in building a prototype of an invention to prove feasibility. Provides **counselling** in industrial **engineering** and information on patents and how to conduct a patent search. The **Business Information Centre Program** is a joint project with Ontario Chambers of Commerce which will make the Chambers centres of **business** information. At the request of

any Chamber, the Ministry will provide a directory containing information on government programs that small business firms might use to do their business more successfully. Any Chamber of Commerce wishing to participate should contact the Director, Member Services, Ontario Chamber of Commerce, Toronto, telephone number 482-5222. Branch services are delivered from Queen's Park and the Ministry's field offices listed under the Industry Operations Br entry, MIT 15.

TRADE DEVELOPMENT BR
900 Bay St., 6th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-5715 (International)
416-965-3560 (Domestic)

MIT 20

International Marketing Section (965-5715) is responsible for counselling, guiding and assisting Ontario based **businesses** on **export** matters with particular attention to those capable of exploiting fully the trade opportunities in world markets; and delivers the external marketing programs of the Ministry. This involves aiding Ontario companies and industry associations to attend, and to sell their products/services, at a large number of major **international trade** events, and to participate in a wide range of global trade missions, as well as arranging for the visits to Ontario of foreign trade delegations and individual businessmen. Also represents the export interest of Ontario **manufacturers** in Ottawa and at most major international trade events, and provides speakers on international trade matters to interested groups. Two booklets 'Export '80, a Trade Action Plan for Ontario' and 'Exporting Made Easier' are available upon request (965-5701).

Domestic Marketing Section (965-3560) is responsible for the Ontario Government's import replacement activities such as **Import Replacement Shows** both in the Province and across Canada. Programs are developed on a sector by sector basis, e.g., health care products; industrial import replacement products, and mega products (petrochemicals and others). Also assists **manufacturers** looking for agents and distributors both in the Province and across the country. A Directory of Agents and Distributors in Ontario will be published early in 1982.

Branch services are delivered from Queen's Park and the Ministry's international and domestic field offices listed under the Industry Operations Br entry, MIT 15.

POLICY AND PRIORITIES DIVISION

INDUSTRIAL POLICY BRANCH
900 Bay St., 5th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-7119

MIT 21

Industrial Policy Section (965-4348) analyzes major **industrial** policy issues, conducts analysis studies, and develops policy recommendations on major industrial policy matters.

Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of the Ontario **manufacturing** industry. Provides **statistics** and market data to industrial development and marketing officers and to the business community. Provides names of manufacturers of unusual or hard to find products. Publishes '**Ontario Exports and Imports by Countries, Commodities and**

Industries', 'Statistical Profiles of Ontario Manufacturing Industries', and 'Ontario Subsidiaries of Foreign Manufacturing Companies'.

The **FIRA** Section (965-5711) evaluates **foreign investment** acquisition and new business proposals and coordinates input from other ministries. Develops and conveys the official position of the Ontario Government to the **Foreign Investment Review Agency**. Provides assistance to foreign investors with their applications and helps them through the process. Monitors Canadian foreign investment legislation and represents the Province in this area.

INDUSTRY SECTOR POLICY BR

MIT 22

900 Bay St., 5th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-7196

Develops policy proposals for governmental consideration relating to the problems, needs and opportunities of **industry** on a sector basis. Formulates analyses on a sector basis for the information of government officials and the business community.

TRADE POLICY BR

MIT 23

900 Bay St., 5th Flr., Hearst Block
Queen's Park, Toronto M7A 2E1
416-965-2656

The branch assists in the development of Ontario policy positions on **international trade** issues and in identifying appropriate policy and program responses. In addition it assists Ontario **business** in dealing with trade related problems, particularly those arising from unfair **trade** practices by foreign competitors in Canada or discriminatory treatment in markets abroad. The branch's clientele includes small **business**, large companies, Canadian and multinational businesses and potential foreign investors. It provides assistance by dealing with problems directly, by intervention with the relevant Federal offices and by directing inquiries to the appropriate Ontario government agency. Assistance has focused on such issues as: **tariff** information for **exporters**, **importers** and potential investors; information on customs duty remissions and drawbacks; information on **patent** regulations in Canada and abroad; identifying **food**, **drug** and safety standards that may affect Ontario **exporters**; information and monitoring on procurement of goods and services; examination of suspected unfair **trade** practices arising from labelling and marks of origin of foreign goods; assistance on **import** issues such as anti-dumping, countervail and safeguard procedures. Branch services are delivered from Queen's Park and the Ministry's field offices listed under the Industry Operations Br entry, MIT 15.

METRIC AND STANDARDS SECRETARIAT

MIT 24

900 Bay St., Rm. M1-17, Macdonald Block
Queen's Park, Toronto M7A 1S6
416-965-6513

The **Metric and Standards Secretariat** provides information and coordination services to Ontario government ministries and agencies in their **metric conversion** and **standards** activities. Provides central resource file on all aspects of metric conversion. Provides Ontario government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

DEVELOPMENT CORPORATIONS

MIT 25

1200 Bay St.
Toronto M7A 2E7
416-965-4622

The **Ontario Development Corporation (ODC)**, **Eastern Ontario Development Corporation (EODC)**, and **Northern Ontario Development Corporation (NODC)** assist in and encourage the development and diversification of Ontario industry by providing: **financial assistance** through bank guarantees, term **loans**, and incentive loans; sites, facilities, and services in two industrial parks; technical, **business**, and financial information and advice. **Tourism** operations, secondary **manufacturing** industries and selected service industries may avail themselves of this service. Financial assistance is available for establishing new operations, expanding existing operations, initial production of new high technology products, **export** financing, purchase of fixed assets of Ontario based foreign-owned companies, purchase of **pollution** control and **energy** saving equipment. Contact the corporations' head office or appropriate field office listed below.

ONTARIO DEVELOPMENT CORPORATION

20 Hughson St. S., Ste. 601
Hamilton L8N 2A1
416-527-3010
If long distance ask Operator
for Zenith 42920

305 King St. W., Ste 507
Kitchener N2G 1B9
519-744-1991
If long distance ask Operator
for Zenith 42920

195 Dufferin Ave., Ste. 607
London N6A 1K7
519-433-2871
If long distance ask Operator
for Zenith 42920

73 Mississauga St. E.
P.O. Box 746
Orillia L3V 6K7
705-325-5553
If long distance ask Operator
for Zenith 42920

139 George St., N
Peterborough K9J 3G6
705-742-3459
For toll-free number check
blue pages of telephone directory

5 Fairview Mall Dr., Ste 480
Toronto M2J 2Z1
416-491-7996
If long distance ask Operator
for Zenith 42920

201 City Centre Dr., Ste. 606
Mississauga L5B 2T4
416-279-9150

EASTERN ONTARIO DEVELOPMENT CORPORATION

1055 Princess St., Ste. 308
Kingston K7L 5T3
613-547-2251
If long distance ask Operator
for Zenith 42920

56 Sparks St., Ste. 404

Ottawa K1P 5A9

613-566-3707

If long distance ask Operator
for Zenith 42920

NORTHERN ONTARIO DEVELOPMENT CORPORATION

435 James St.

Thunder Bay P7C 5G6

807-475-1671

If long distance ask Operator
for Zenith 42920

273 Third Ave.

Timmins P4N 1E2

705-264-1323

If long distance ask Operator
for Zenith 42920

199 Larch St., 4th Flr.

Sudbury P3E 5P9

705-675-4333

If long distance ask Operator
for Zenith 42920

ONTARIO RESEARCH FOUNDATION

Sheridan Park

Mississauga L5K 1B3

416-822-4111

MIT 26

The Ontario Research Foundation provides Canadian industry, consultants and governments with a broad range of **research** and development and **technological** services through non-profit, contract **industrial** research. All work undertaken for clients is confidential and paid for by the client. The multi-disciplinary, independent **laboratory** facilities of Ontario Research Foundation are used by over 2,000 companies each year for projects ranging from short-term feasibility studies through **manufacturing** product and process development to long-range **scientific** and **engineering** investigation. The Ontario Research Foundation operates a **library**.

ONTARIO INTERNATIONAL CORPORATION

900 Bay St., 8th Flr., Hearst Block

Queen's Park, Toronto M7A 2E4

416-965-3039

MIT 27

The Ontario International Corporation has a threefold mandate: first, to assemble all pertinent expertise from ministries and agencies and then market it to the international sector; second, to help coordinate consulting and technical packages with appropriate **businesses** from the private sector; and third, to act as a government-to-government contact in foreign markets for Ontario consortia interested in off-shore prospects or joint ventures. The OIC is not a funding agency but it provides contacts, screens projects for their practicability and does preliminary risk analysis. It assists in bringing influential officials from developing countries to Ontario to see the potential of Ontario firms and it assists in introducing Ontario entrepreneurs to foreign clients.

METROPOLITAN TORONTO CONVENTION CENTRE CORPORATION

MIT 28

Ste. 1602, P.O. Box 46

20 Queen St. W.

Toronto M5B 3R3

416-597-1755

The **Metropolitan Toronto Convention Centre Corporation** is responsible for the opera-

tion of the convention centre. A Crown corporation of the Province, it reports to the Minister of Industry and Trade.

IDEA CORPORATION
Hearst Block, 900 Bay St., Rm. 608
Toronto M7A 2E1
416-963-1527

MIT 29

The **IDEA (Innovative Development for Employment Advancement) Corporation**, established in 1981, is responsible for identifying the needs of **industry** in Ontario and serves as a broker among private, public and university **research** interests, to ensure that technological innovation takes place and is converted into profitable **business** ventures.

Accordingly, the **IDEA Corporation** has been provided with an **investment** fund for placement in promising technological development projects. The Corporation will place investments in projects which may involve private, public, and university **research** and development interests, and will engage in **joint ventures** and technology development contracts on a project-by-project basis.

ACTS

MIT 30

The Ministry of Industry and Trade is designated to administer the following Acts. The Ministry of Industry and Tourism Act will be repealed when the Ministry of Industry and Trade Act is passed.

Development Corporations Act
Massey-Ferguson Limited Act, 1981
Research Foundation Act

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Mowat Block, Queen's Park

Toronto M7A 1B9

The Ministry of Intergovernmental Affairs was created on August 18, 1978 to address the need for more concerted interest and efforts in the relationships between Ontario and various levels of government. On April 1, 1981 the municipal affairs area was merged with the Ministry of Housing to create the Ministry of Municipal Affairs and Housing.

The Ministry of Intergovernmental Affairs is now responsible for relations between Ontario and governments outside our provincial jurisdiction, primarily with the federal and other provincial governments and also with governments beyond Canada. The Ministry is also responsible for the Office of Protocol.

DEPUTY MINISTER'S OFFICE

GOVERNMENT COORDINATOR FRENCH
LANGUAGE SERVICES

MIA 1

56 Wellesley St. W., 6th Flr.

Toronto M7A 2R8

416-965-3865

The Government Coordinator of French Language Services implements the government's policy on French language services (the provision of such services to the **Franco-Ontarian** public). The branch provides related information and advice to other Ontario government ministries, the media and the public. The branch publishes, in French, a monthly publication '**Coup d'Oeil**' which contains a summary of Government programs available (free of charge) to associations and the general public. Its public information program, **Renseignements-Ontario**, provides information in French on government services. Directed to the entire francophone population of Ontario, it can be reached by calling 1-800-268-7507 from any point in the province (except area code 807 call collect 416-965-3865).

BUREAU DU COORDONNATEUR DES SERVICES
EN FRANÇAIS

Le Coordonnateur provincial des services en français est responsable de la mise en oeuvre de la politique sur les **services en français** offerts par le gouvernement. Il a comme rôle principal de coordonner les efforts des ministères, les conseiller en matière de **services en français** et présenter au gouvernement des recommandations pour lui permettre de formuler une politique de services pour les francophones. Le bureau du coordonnateur publie un bulletin mensuel, **Coup d'oeil**, dans lequel se trouve un résumé des programmes des divers ministères. Le service téléphonique, sans frais, de **Renseignements-Ontario** offre un programme d'information sans frais à tous les **franco-ontariens**. Ils n'ont qu'à signaler le 1-800-268-7507. Les résidents du nord-ouest, dans la circonscription du code régional 807, doivent signaler 416-965-3865, frais virés.

INFORMATION SERVICES

MIA 2

Mowat Block, 6th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B9

416-965-4706

Information Services meets the communications needs of the Ministry. The unit informs the public, other ministries and governments and the media about the Ministry's activities. It handles publication, promotional and advertising requirements for the Ministry and provides communications support to the Minister, the Deputy Minister and senior staff. The unit keeps track of happenings in other provinces and helps ensure Ontario information reaches interested governments in Canada and abroad. It operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some of its manuals and internal procedures.

OFFICE OF PROTOCOL

MIA 3

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B8

416-965-1215

The Office of Protocol answers inquiries from other branches, agencies and the public about **protocol** procedures and social etiquette. Coordinates VIP visits and arranges official Ontario **ceremonies**, conferences and special events (965-0411) such as the 'At Queen's Park' **art exhibitions** at the **Macdonald Gallery**. A government **hospitality fund** (965-5480) provides resources to host hospitality functions (e.g., luncheons, dinners, receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Requests for assistance should be in writing to: The Minister of Intergovernmental Affairs, Queen's Park, Toronto, M7A 1B8.

PLANNING AND MANAGEMENT GROUP

MIA 4

Mowat Block, 6th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B9

416-965-5514

Planning and Management Group provides internal policy and administrative support to the Ministry including long range policy planning, liaison with Cabinet committees and other ministries, preparation of annual estimates, monitoring of expenditures and human resources development policy. It coordinates the Affirmative Action Program for this Ministry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

EXTERNAL ACTIVITIES COORDINATION

MIA 5

SECRETARIAT

INTERNATIONAL RELATIONS BRANCH

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B9

416-965-3356

External Activities Coordination Secretariat (International Relations Branch) provides policy advice on Ontario's foreign and **international** activities, and on the activities in the

Province of foreign countries and their representatives. The Secretariat coordinates such activities as Ontario's participation in international conferences, the assessment of **treaties** and agreements, and the provision of provincial assistance following a **disaster** abroad. Provides **federal-provincial** liaison between the Ontario government and Canada's **Department of External Affairs**. The Secretariat is responsible for two offices: Ontario House in Paris, France and Ontario House in Brussels, Belgium.

Ontario House
97-99 Rue Royale
1000 Brussels, Belgium
From Canada telephone: 011-32-2-218-0600

Ontario House
19 Avenue Montaigne
75008 Paris, France
From Canada telephone: 011-33-1-720-61-37

FEDERAL-PROVINCIAL AND INTERPROVINCIAL AFFAIRS

MIA 6

FEDERAL-PROVINCIAL RELATIONS BR

Mowat Block, 5th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1B9
416-965-2927

The Federal-Provincial and Interprovincial Affairs Secretariat (part of Federal-Provincial Relations Branch) provides policy advice on Ontario's participation in **federal-provincial** and **interprovincial** relations. Assesses current **constitutional** issues in **confederation** including such matters as the distribution of powers and reform of central institutions. Identifies the effect of policy and program initiatives on Ontario's relations within Confederation. Makes recommendations to ministries on specific interprovincial or federal-provincial issues. Through the Ontario-Quebec Permanent Commission (OQPC) promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations. Provides administrative support to the **Ontario Advisory Committee on Confederation**.

ONTARIO-QUEBEC PERMANENT COMMISSION

MIA 7

Mowat Block, 5th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-2927

Ontario-Quebec Permanent Commission (OQPC) promotes **cultural** and **educational exchanges** between governments, individuals, groups, schools and organizations in Ontario and **Quebec** to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint program funding and grants. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see first entry under Royal Commissions, Special Purpose Bodies and Others (Comm 1).

COUNCIL FOR FRANCO-ONTARIAN AFFAIRS

MIA 8

Rm. 1020, 10th Flr.

1200 Bay St.

Toronto M7A 2R9

416-965-0598, 965-0599 (collect calls accepted)

The **Council for Franco-Ontarian Affairs** is an advisory body which makes recommendations to Ontario government ministries (except the Ministry of Education) on matters affecting Franco-Ontarians within the responsibility of their ministries. The 15 council members, including the full-time chairperson, are French speaking Ontarians, appointed by Order-in-Council for three year terms, who are representative of various professions and regions of the province. The Council maintains close liaison with the **Franco-Ontarian** community, keeping well informed of Franco-Ontarians' expectations of, and needs for, government services in **French**. Constant communication is maintained with ministries concerning the formulation and implementation of policies affecting Franco-Ontarians. The Council conducts and/or initiates a wide variety of publications, **research** projects, surveys, meetings and seminars.

CONSEIL DES AFFAIRES FRANCO-ONTARIENNES

Le Conseil des Affaires franco-ontariennes est un organisme consultatif chargé par le gouvernement ontarien de conseiller les ministres sur toute question dont leurs ministères respectifs sont responsables et qui affecte les Franco-Ontariens ainsi que sur toute question qu'il aura été chargé d'examiner par l'un des ministres, sauf pour ce qui a trait au domaine de l'éducation.

Le conseil est composé de 15 membres et d'un président à plein temps nommé par le Lieutenant-gouverneur en Conseil. Ces membres, tous Franco-Ontariens, ne sont ni fonctionnaires, ni employés d'un organisme gouvernemental.

ACTS

MIA 9

The Ministry of Intergovernmental Affairs administers the Ministry of Intergovernmental Affairs Act.

MINISTRY OF LABOUR

400 University Ave.
Toronto M7A 1T7

In 1882, the Ontario government established the Bureau of Industry under the Department of Agriculture. In 1900, Ontario expanded its own labour service by establishing a Bureau of Labour and transferring labour affairs from the Department of Agriculture to Public Works. The Bureau of Labour was replaced in 1916 by the Trades and Labour Branch, still under Public Works. In April 1919, the Ontario legislature passed Bill 169 to establish the Department of Labour and bring all labour matters under a single ministry. The **Department of Labour Act** was repealed in 1970 and replaced by the **Ministry of Labour Act**. The Department of Labour was renamed the Ministry of Labour under the **Ministry of Labour Act**.

The Ministry of Labour aims to advance the well-being of employees and employers by promoting the productive use of labour. Its programs are concerned with rights and responsibilities of the individual worker, rights and obligations of management and labour unions, ensuring health and safety in the workplace and improvement of the status of women in the work force. The Ontario Human Rights Commission and Workmen's Compensation Board report to the Legislature through the Minister of Labour.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM

LABOUR 1

400 University Ave., 14th Flr.
Toronto M7A 1T7
416-965-1828

The Affirmative Action Program Manager plans, develops and coordinates the Affirmative Action Program to improve the status of the Ministry's female employees with the ultimate aim of ensuring equal opportunity for women. The Women Crown Employees Office, (see LABOUR 4), is responsible for the coordination of the Affirmative Action Program for the government as a whole, while the Women's Bureau (see LABOUR 5) deals with the status of non-government female employees.

LEGAL BR

LABOUR 2

400 University Ave., 14th Flr.
Toronto M7A 1T7
416-965-6625

Legal Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Branch is responsible to the Attorney General's Office.

ONTARIO QUALITY OF WORKING LIFE CENTRE

LABOUR 3

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-965-5958

The **Quality of Working Life (QWL)** embodies a concept with interlocking goals: greater self-fulfilment of **employees** and better performance of an organization for the benefit of

the employees, the unions and the employers. The Centre assists in establishing joint labour-management QWL projects in specific organizations and communities; helps to provide training of individuals and organizations in QWL approaches. It also undertakes information and **research** activities, promotes a community interest in QWL concepts and publishes a newsletter on QWL developments and occasional papers and pamphlets on QWL.

WOMEN CROWN EMPLOYEES OFFICE

LABOUR 4

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-965-0564

The Women Crown Employees Office is responsible for the development and coordination of the Affirmative Action Program for **women Crown employees**. It monitors and evaluates the program and conducts **research** about **affirmative action** in the public sector. It also provides information about the government's own Affirmative Action Program, the objective of which is to raise the level and diversify the occupational distribution of women. The program's long-term goal is to ensure equal opportunity for women in the **Ontario public service**. The program operates under a Management Board of Cabinet directive which calls for a special initiative to accelerate improvement in the status of women Crown employees. The office also provides advice to ministries and agencies through their Affirmative Action Program Managers.

WOMEN'S BUREAU

LABOUR 5

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-965-1537
Resource Centre, 1st Flr., 416-965-9500

The Women's Bureau is an information service and resource centre for people interested in the employment status of **women** in Ontario. Provides advice to **employers** in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides **labour legislation** information through speakers and publications. Conducts **research** on the status of women in Ontario's labour force; provides consultative service on employment **counselling**. Although individual counselling is not available, the Bureau can refer people to appropriate sources. Provides outreach program to serve low-income, **immigrant** and **Native** women. Operates a Resource Centre open to the public for research purposes and a **film lending library** for the use of educational institutions, employers and community groups. The Women's Bureau has a northern office at 435 James St. S., Thunder Bay P7E 6E3, telephone 807-475-1691.

PROGRAM ANALYSIS AND IMPLEMENTATION

EMPLOYMENT STANDARDS BR

LABOUR 6

400 University Ave., 3rd Flr.
Toronto M7A 1T7
416-965-5251

The branch, under the Director of Employment Standards, is responsible for the administration of the **Employment Standards, Industrial Standards, and Employment Agencies Acts**, as well as the **Ontario Government Fair Wage Schedules**.

In administering the **Employment Standards Act**, the branch develops and enforces minimum standards of **labour** and **employment** such as minimum **wage**, overtime **pay**, vacation pay, public **holidays**, **pregnancy leave**, equal pay for equal work, notice of termination of employment, equal benefits, hours of work, and the collection of unpaid wages.

The branch issues **permits** and/or approvals authorizing: hours of work in excess of the statutory limitations, compressed work week schedules, the averaging of hours for the purpose of overtime wages, the employment of homeworkers who work in their own private residences, and the paying of **handicapped employees** at less than the minimum wage rates.

The Act also covers agricultural or farm workers who harvest fruit, vegetable or tobacco crops. The **Agricultural Advisory Committee** appointed by the Minister of Labour assists the government in determining the appropriate level of standards to apply to this sector of the agricultural industry.

The **Industrial Standards Act** provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. When the schedule has been prepared and accepted by both groups and has been approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone. Any properly defined industry may take advantage of the legislation; it is now being utilized by the garment and fur industries and some of the construction trades.

The **Fair Wage Schedule** on government contracts ensures that employees working on government projects in the construction, building cleaning and security industries receive fair labour rates, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain from the Employment Standards Branch the minimum wage rates for each job classification and the maximum hours of work.

The **Employment Agencies Act** provides for the **licensing** and regulation of employment agencies in Ontario. In Toronto dial 965-0631.

For information on any of the programs of the branch contact one of the following offices in the Province:

Ontario Government Building
119 King St. W., 8th Flr.
Hamilton L8N 3Z9
416-521-7740
If long distance dial
1-800-263-6906

1055 Princess St.
Kingston K7L 5T3
613-547-3414
If long distance dial
1-800-267-0915

308 Robertson St.
Kenora P9N 1X9
307-468-3128
If long distance dial
1-800-465-7794

824 King St. W.
Kitchener N2G 1G1
519-744-8101
If long distance dial
1-800-265-8723

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231
If long distance dial
1-800-265-4707

2197 Riverside Dr.
Ottawa K1H 7X3
613-523-7530
If long distance dial
1-800-267-1916

390 Bay St.
Sault Ste. Marie P6A 1X2
705-949-3331

205 King St.
St. Catharines L2R 3J5
416-682-7261

199 Larch St.
Sudbury P3E 5P9
705-675-4455
If long distance dial
1-800-461-4000

435 James St. S.
Thunder Bay P7E 6E3
807-475-1691
If long distance dial
1-800-465-6937

273 Third Ave., Ste. 400
Timmins P4N 1E2
705-267-6231
If long distance ask
operator for Zenith 57740

400 University Ave., 3rd Flr.
Toronto M7A 1V2
416-965-5251
If long distance dial
1-800-268-9001

500 Ouellette Ave.
Windsor N9A 1B3
519-256-8278
If long distance dial
1-800-265-1333

PLANT CLOSURE REVIEW AND EMPLOYMENT

LABOUR 7

ADJUSTMENT BR
400 University Ave., 3rd Flr.
Toronto M7A 1V2
416-965-0853

Coordinates various Ontario government ministries' programs to respond to particular **plant closures** by Ontario **industry**. Advises the public on the requirements under the Employment Standards Act concerning the **termination of employment** in Ontario.

HANDICAPPED EMPLOYMENT PROGRAM

LABOUR 8

400 University Ave., 10th Flr.
Toronto M7A 1T7
416-965-2321

The program works to improve private sector **employment** opportunities for the physically **handicapped** through **affirmative action** with employers and encouragement of self-employment. Provides a link between employers, trade unions, handicapped persons, special interest groups, voluntary programs, social agencies, related government programs, educators and allied health professionals. Provides a clearing-house for information relating to employment of the physically handicapped, engages in public education to overcome barriers to equal opportunity and advises handicapped persons seeking employment or promotion. Advises government on policy and **legislation** affecting employment of the handicapped.

RESEARCH BR

LABOUR 9

400 University Ave., 11th Flr.
 Toronto M7A 1T7
 416-965-6101

The branch provides information on **labour relations**, labour **statistics**, minimum **wage**, **work injury statistics**, fair wage, **employment** standards, lay-offs and **collective bargaining** agreements. Provides the Ministry with internal policy analysis. Collects, analyzes and maintains a **library** on Ontario collective bargaining agreements (965-6135). Maintains a **library** containing labour related material, on the 10th Flr., (965-1641). The library operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

ADMINISTRATION DIVISION**ADMINISTRATIVE OPERATIONS BR**

LABOUR 10

434 University Ave., 3rd Flr.
 Toronto M5G 1R6
 416-965-6115

Provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. Administrative Operations Branch is also responsible for office safety supervision.

The branch also operates an information centre on the main floor of the Ministry's offices at 400 University Avenue, Toronto (965-9500) that provides general information service on, and referrals to, Ministry programs.

INTERNAL AND MANAGEMENT AUDIT

LABOUR 11

400 University Ave., 15th Flr.
 Toronto M7A 1T7
 416-965-4137

Internal and Management Audit is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial and operational controls.

FINANCE BR

LABOUR 12

400 University Ave., 2nd Flr.
 Toronto M7A 1T7
 416-965-4148

Finance Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

INFORMATION SERVICES BR

LABOUR 13

400 University Ave., 2nd Flr.
 Toronto M7A 1T7
 416-965-7941

The Information Services Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison and producing and distributing publications, news releases and audio-visual materials.

PERSONNEL BR

LABOUR 14

400 University Ave., 2nd Flr.
 Toronto M7A 1T7
 416-965-6121

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, training and employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

The branch is responsible for the administration of the Public Service Act, the Crown Employees Collective Bargaining Act, and the Collective Agreement as they relate to Ministry employees.

The branch also coordinates the Ministry's summer **youth employment** programs including **Students in Training Industrial Relations (STIR)**.

SYSTEMS AND ADP BR

LABOUR 15

400 University Ave., 12th Flr.
 Toronto M7A 1T7
 416-965-4165

The Systems and ADP (Automatic Data Processing) Branch provides a complete range of systems development support to all areas in the Ministry. This includes manual systems, word processing and computer applications wherever appropriate. Project management includes feasibility studies, cost/benefit analysis, systems design, implementation, data entry, quality control, maintenance and ongoing scheduling and processing of all operational systems which support program managers.

OCCUPATIONAL HEALTH AND SAFETY DIVISION

CONSTRUCTION HEALTH AND SAFETY BR

LABOUR 16

400 University Ave., 8th Flr.
 Toronto M7A 1T7
 416-965-7161

The branch is responsible for establishing and maintaining **safety** standards and proce-

dures, designed to minimize the economic and social losses to workers arising from accidents on **construction** sites across the Province.

The branch administers and enforces the provisions of the **Occupational Health and Safety Act**, 1978 and Ontario Regulation 659/79 made thereunder. The Act encompasses regulations for the **health** and safety of **employees** in the construction industry, including work on **buildings**, streets, sewers, water mains, underground work and work done using compressed air. The branch periodically inspects construction sites and investigates complaints, refusals to perform unsafe work, **accidents** and fatalities. A serious contravention of the Act is usually prosecuted.

The professional engineering staff provide expertise to construction safety managers and officers within the branch, to labour-management groups, to manufacturers of equipment used in the construction industry, to professionals such as architects and engineers, and to others.

The branch offers assistance to the Ministry of the Solicitor General by releasing copies of reports of investigations into construction **deaths** to the Chief Coroner and local coroners. Branch staff are also called upon to give evidence at coroners' inquests into these fatalities or in some cases to provide expert technical information.

The Province is divided into three administrative regions with field offices. Addresses follow:

CENTRAL REGION

This region operates out of Head Office located at:

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 2A7
705-949-3331

400 University Ave., 8th Flr.

Toronto M7A 1T7

416-965-7161

For toll free number check the blue pages of telephone directory

199 Larch St., 6th Flr.

Sudbury P3E 5P9

705-675-4455

If long distance dial

1-800-461-4000

NORTHEASTERN REGION

Regional Office

2197 Riverside Dr.

3rd Flr. Pebb Bldg.

Ottawa K1H 7X3

613-523-7530

If long distance dial

1-800-267-1916

435 James St. S.

Postal Station 'F'

Thunder Bay P7E 6E3

807-475-1691

If long distance dial

1-800-465-6937

Timcor Bldg.

273 Third Ave., 4th Flr.

Timmins P6A 2A7

705-267-6231

If long distance dial

1-800-461-4000

1055 Princess St.

Kingston K7L 5T3

613-547-3414

If long distance dial

1-800-267-0915

WESTERN REGION

Regional Office

Ontario Government Building

119 King St. W., 8th Flr.

Hamilton L8N 3Z9

416-521-7746

If long distance dial

1-800-263-6906

824 King St. W.

Kitchener N2G 1G1

519-744-8101

If long distance dial

1-800-265-8723

205 Oxford St. E., 2nd Flr.

London N6A 5G6

519-439-3231

If long distance dial

1-800-265-4707

205 King St.

St. Catharines L2R 3J4

416-682-7261

If long distance dial

1-800-263-7260

500 Ouellette Ave., Rm 605

Windsor N9A 1B3

519-256-8278

If long distance dial

1-800-265-1333

INDUSTRIAL HEALTH AND SAFETY BRANCH

LABOUR 17

400 University Ave., 9th Flr.

Toronto M7A 1T7

416-965-4125

The branch established under the **Occupational Health and Safety Act** administers programs designed to reduce the incidence of illness and injury of workers in **industry**. (For the construction and mining industries, see Construction Health and Safety Branch, LABOUR 16, and Mining Health and Safety Branch, LABOUR 18.)

The branch encourages employers and employees to assume primary responsibility for occupational **health** and **safety** programs; assists them in establishing internal responsibility systems; and consults with them so that potential problems are recognized, evaluated and controlled and ongoing safety programs are established. Industrial Health and Safety Officers, operating out of 12 district offices throughout the Province, periodically inspect industrial establishments and logging sites and investigate refusals to work under unsafe conditions, **deaths** and serious **accidents**. Regional engineers in the district offices review plans for new **buildings** and alterations to existing ones to check for occupational health and safety hazards prior to construction. The head office at 400 University Ave., 9th Floor, is responsible for overall program implementation. Industrial Health and Safety Officers and Engineers operate out of the following district offices:

114 Worsley St., 5th Flr.

Barrie L4M 1M1

705-722-6642

Ontario Government Building

119 King St. W., 8th Flr.

Hamilton L8N 3Z9

416-521-7744

For toll free number check the blue pages of telephone directory

1055 Princess St.

Kingston K7L 1H3

613-547-3414

If long distance dial

1-800-267-0915

824 King St. W.

Kitchener N2G 1G1

519-744-8101

If long distance dial

1-800-265-8723

205 Oxford St. E., 2nd Flr.
London N6A 5G6
 519-439-3231
 If long distance dial
 1-800-265-4707

2197 Riverside Dr.
Ottawa K1H 7X3
 613-523-7530
 If long distance dial
 1-800-267-1916/7

390 Bay St.
Sault Ste. Marie P6A 5V9
 705-949-3331

205 King St.
St. Catharines L2R 3J5
 416-682-7261
 If long distance dial
 1-800-263-7260

2500 Lawrence Ave. E.
Scarborough M1P 4T5
 (Metro East)
 416-750-3570

199 Larch St., 6th Flr.
Sudbury P3E 5P9
 705-675-4455
 If long distance dial
 1-800-461-4000

435 James St. S.
Thunder Bay 'F' P7E 6E3
 807-475-1691
 If long distance dial
 1-800-465-6937/8

273 Third Ave., 4th Flr.
Timmins P4N 1E2
 705-267-6231
 If long distance dial
 1-800-461-4000

47 Sheppard Ave. E.
Toronto M2N 5X5
 (Metro West)
 416-224-1606
 If long distance dial
 1-800-268-6651

500 Ouellette Ave., Rm 605
Windsor N9A 1B3
 519-256-8278
 If long distance dial
 1-800-265-1333/4

MINING HEALTH AND SAFETY BR
 400 University Ave., 15th Flr.
 Toronto M7A 1T7
 416-965-1328

LABOUR 18

Administers the **Occupational Health and Safety Act** and regulations for **mines**, open **pits**, **quarries**, **metallurgical** operations, sand, clay, shale and gravel pits, aggregate plants, peat workings and diamond drilling operations to control occupational **health** and **safety** hazards in the workplace. Periodically inspects these establishments; carries out **air** sample testing to ensure a safe working environment. Investigates **deaths**, serious **accidents** and refusals to perform unsafe work. Consults with labour and management to increase their involvement in identifying and eliminating occupational health and safety hazards. The branch reviews and provides advice on pre-development plans of mining and metallurgical operations to check occupational health and safety hazards before construction.

Wire Rope Laboratory: By statute all wire ropes used in mine hoisting installations must be tested by the **Wire Rope Testing Laboratory** before use, and at intervals during service. The Laboratory address is listed below.

The Mine Rescue Program trains specialists at each mine in special mine rescue procedures in the event of a mine **disaster**. The Mine Rescue training officers maintain a num-

ber of stations which are listed below and non-staffed substations equipped with breathing apparatus and fire fighting equipment, as well as other emergency equipment and supplies to respond immediately to any mine emergency.

Mining Health and Safety Branch delivers programs through eight field offices listed below.

FIELD OFFICES

10A Brunswick Walk
Elliot Lake P5A 2A8
705-848-2885

1055 Princess St., Ste. 301
Kingston K7L 1H3
613-547-3418
If long distance ask Operator
for Zenith 57740

4 Government Rd E.
Kirkland Lake P2N 1A2
705-567-5241

205 Oxford St. E.
London N5A 3C2
519-439-3231
If long distance dial
1-800-265-4707

10720 Yonge St., Ste. 218
Richmond Hill L4C 3C9
416-884-6551
If long distance ask Operator
for Zenith 57740

Provincial Bldg., 6th Flr.
199 Larch St.
Sudbury P3E 5P9
705-675-4464

Box 5000
435 James St. S.
Thunder Bay P7C 5G6
807-475-1675/6/7
If long distance dial
1-800-465-6937

273 Third Ave., 4th Flr.
Timmins P4N 1E2
705-267-6231
If long distance ask Operator
for Zenith 57740

WIRE ROPE LABORATORY

Wire Rope Testing Laboratory
Ministry of Labour
Room B441, Basement
Whitney Block, Queen's Park
Toronto M7A 1W3
416-965-1327

MINE RESCUE STATIONS

50 Hillside Dr. N.
Elliot Lake P5A 1X4
705-848-3022

107 Government Rd. W.
Kirkland Lake P2N 2E8
705-567-4606

P.O. Box 338
Onaping P0M 2R0
705-966-3844

P.O. Box 320
Red Lake P0V 2M0
807-727-2214

P.O. Box 65
Sudbury P3E 4N3
705-566-4344

P.O. Box 1096
Timmins P4N 7H9
705-264-7511

OCCUPATIONAL HEALTH BRANCH

LABOUR 19

400 University Ave., 7th Flr.
 Toronto M7A 1T7
 416-965-3211

The branch provides a consulting service in occupational health to ministries and to industry.

Occupational Health Medical Service (965-3610) provides consultation on **medical** and **nursing** services to those who provide in-plant **health** care facilities and a healthful working environment for **employees**. The **Occupational Chest Disease Section** (965-4075) of the Medical Service, deals with identification and prevention of respiratory **diseases** from occupational exposure to hazardous agents.

Occupational Hygiene Service (965-4066) provides consultation to operating branches of the Occupational Health and Safety Division and to industry; visits plants and sites to identify and assess health hazards from exposure to chemical, physical and biological agents and to recommend control measures.

Occupational Health Laboratory Service (248-7261) performs **chemical** analyses of biological specimens, **air** samples, industrial materials.

Hygiene, medical and nursing consultants administer the program of the Occupational Health Branch from four offices throughout the Province:

119 King St. W., 8th Flr.
Hamilton L8N 3Z9
 416-521-7736

2197 Riverside Dr., Ste. 301
Ottawa K1H 7X3
 613-523-7530

205 Oxford St. E., 2nd Flr.
London N6A 5G6
 519-439-3231

199 Larch St., 6th Flr.
 Ontario Provincial Bldg.
Sudbury P3A 1Z7
 705-675-4455

SPECIAL STUDIES AND SERVICES BR

LABOUR 20

400 University Ave., 8th Flr.
 Toronto M7A 1T7

Health Studies Service (965-6375) conducts occupational **health research** studies and provides consultative services on the effects of occupational and environmental exposure to **chemical** or other hazardous agents on human health.

Safety Studies Service (965-6111) conducts studies in occupational **safety** and maintains contact with organizations involved in accident prevention.

Radiation Protection Service (965-8178) directs a program to protect **employees** and the public from harmful effects of **radiation** including industrial **x-rays**, radioactive materials, microwaves, lasers. **Radiation Protection Service** has a regional office at 31D Manitoba Road, Elliott Lake P5A 2A7, 705-848-6332.

Radiation Protection Laboratory (248-7237) analyzes radioactive materials for **uranium** mines, mills, processing plants, **nuclear** reactors and users of radioactive isotopes. Develops monitoring techniques and equipment for the identification of radioactive sources. The laboratory is located at 81 Resources Road, Rexdale M9W 5K9.

The branch also provides technical support in contingencies related to **nuclear** power generating stations.

STANDARDS AND PROGRAMS BR

LABOUR 21

400 University Ave., 9th Flr.

Toronto M7A 1T7

416-965-8710

Standards and Programs Branch coordinates the development, implementation and evaluation of Occupational Health and Safety Division policies and programs. The branch has four sections.

Program Analysis and Evaluation (965-8710) coordinates identification of short and long-term goals, definition of objectives, program planning and evaluation. Maintains occupational **health** and **safety statistics**, i.e., occupational **disease** and **accidents**.

Hazard Identification and Programming (965-8710) coordinates identification and assessment of biological, **chemical** and physical hazards in the workplace and preparation of related data sheets, guidelines and regulations.

Industry Sector Programming (965-8510) identifies occupational health and safety priorities by industry sector and develops programs to control hazards in each sector (e.g., construction industry, logging industry, mining). Coordinates the **education** of Occupational Health and Safety Division staff by developing training programs for the inspectors.

Advisory Services Section (965-8710) provides administrative support to the Ministry's Provincial **Lottery** program which provides **grants** for occupational health and safety projects on applied **research** and **manpower education** and development. For information on the Ministry of Labour's Provincial Lottery program write to this branch, at the above address.

INDUSTRIAL RELATIONS DIVISION

CONCILIATION AND MEDIATION SERVICES BR

LABOUR 22

400 University Ave., 5th Flr.

Toronto M7A 1T7

416-965-4108

Branch goals are to foster harmonious **labour relations** and to minimize disruption in the economy arising from **strikes** and **lockouts**. Provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Provides mediation officers after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before legally resorting to strikes or lockouts.

OFFICE OF ARBITRATION

LABOUR 23

400 University Ave., 6th Flr.

Toronto M7A 1T7

416-965-5669

The Office of Arbitration approves persons to chair arbitration boards or act as single arbitrators, dealing with rights disputes between **employers** and **employees** with **collective agreements** only, and with interest disputes (renewal of collective agreements) in

hospitals under the **Hospital Labour Disputes Arbitration Act**. Assigns settlement officers to assist with the settlement of grievances. Performs administrative functions for arbitration boards; sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. Publishes a monthly bulletin summarizing all awards in Ontario.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ADVISORY COUNCIL ON OCCUPATIONAL HEALTH AND SAFETY

LABOUR 24

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-965-2448

The Advisory Council on Occupational Health and Occupational Safety advises the Minister of Labour on matters involving occupational **health** and occupational **safety**. Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field. For public inquiries on occupational health and safety, contact branch involved or Ministry's field offices under the Occupational Health and Safety Division.

ONTARIO HUMAN RIGHTS COMMISSION

LABOUR 25

400 University Ave., 12th Flr.
Toronto M7A 1T7
416-965-6841

The Ontario Human Rights Commission administers the **Ontario Human Rights Code** to achieve equal treatment for all people in the areas of **employment, housing, public accommodation** services and facilities such as hotels and restaurants, and related **advertising**, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of **discrimination**. Promotes public **education** to eliminate **prejudice** and provides publications on **human rights**. Undertakes resolution of community problems involving **race** and **ethnic** relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Ontario residents are served through five regions, each headed by a supervisor and twelve district offices as follows:

EASTERN REGION

Regional Office
2197 Riverside Dr.
Ottawa K1H 7X3
613-523-7530
If long distance dial
1-800-267-1916

1055 Princess St.
Kingston K7L 1H3
613-547-3414
If long distance dial
1-800-267-0915

NORTHERN REGION

Regional Office

199 Larch St., 6th Flr.

Sudbury P3E 5P9

705-675-4455

If long distance dial

1-800-461-4000

808 Robertson St.

Kenora P9N 1N8

807-468-3128

If long distance dial

1-800-465-7794

390 Bay St., 3rd Flr.

Sault Ste. Marie P6A 1X2

705-949-3331

435 James St. S.

Thunder Bay P7E 6E3

807-475-1693

If long distance dial

1-800-465-6937

273 Third Ave., 4th Flr.

Timmins P4N 1E2

705-267-6231

If long distance ask Operator
for Zenith 57740

SOUTHWESTERN REGION

Regional Office

205 Oxford St. E.

London N6A 5G6

519-439-3231

If long distance dial

1-800-265-4707

Ontario Government Building

119 King St. W., 8th Flr.

Hamilton L8N 3Z9

416-521-7738

For toll free number see
blue pages of telephone directory

824 King St. W.

Kitchener N2G 1G1

519-744-8101

If long distance dial

1-800-265-8723

205 King St.

St. Catharines L2R 3J6

416-682-7261

If long distance dial

1-800-263-7260

500 Ouellette Ave.

Windsor N9A 1B3

519-256-3611

If long distance dial

1-800-265-1333

TORONTO EAST, WEST AND CENTRAL REGIONS

2500 Lawrence Ave. E.

Scarborough M1P 4T5

416-750-3575

(Toronto East District)

400 University Ave., 12th Flr.

Toronto M7A 1T7

416-965-6841

(Toronto West & Central Districts)

For toll free number see

blue pages of telephone directory

ONTARIO LABOUR RELATIONS BOARD

LABOUR 26

400 University Ave., 4th Flr.

Toronto M7A 1T7

416-965-4151

The Ontario Labour Relations Board administers those sections of the following Acts which establish **collective bargaining** rules: the **Labour Relations Act** for employers and employees in the private sector within provincial jurisdiction; the **Hospital Labour Disputes Arbitration Act** for employees of hospitals; the **Colleges Collective Bargaining Act** for employees of community colleges. Also administers declarations of illegal strikes and lockouts, cease and desist orders and consents to prosecute under the **Teachers**

Collective Negotiations Act; employee's right to refuse unsafe work under the **Occupational Health and Safety Act**; declaration of successorship under the **Successor Rights (Crown Transfers) Act**. The Ontario Labour Relations Board deals with: **certification** of trade unions; accreditation of employer organizations in the **construction** industry; declarations of successorship of employers or trade unions; cease and desist orders and declarations of illegal strikes and lockouts; complaints of unfair **labour** practices; termination of bargaining rights of trade unions and accredited employer organizations; trusteeship of locals of trade unions; consent to prosecute and **arbitration** of grievances under collective agreements in the construction industry. The Board's **library** is open to the public (965-0206.)

The Board cannot advise on rights and duties in situations that may come before it.

ONTARIO MANPOWER COMMISSION

LABOUR 27

500 University Ave., Ste. 610

Toronto M5G 1V7

416-965-9017

Ontario Manpower Commission (OMC) is a policy development agency that reports to Cabinet through the Minister of Labour. The OMC comprises a full time Commissioner/-Chairperson and four part-time Commissioners, all from the private sector. OMC oversees all **manpower** policies and programs of the Ontario government having to do with adult **occupational** training, **career counselling**, **job** creation and work experience, **labour** market information, mobility and placement in **employment**. Its major thrust is to establish a policy framework for the Province which will ensure the coordination and continuing development of Ontario manpower activities. OMC is supported by a Secretariat which includes the **Labour Market Information and Analysis Unit** (965-2820). The unit is responsible for **research** identifying, describing and analyzing current and future manpower requirements and supplies and making this information available to the government and the private sector as a basis for policy and program decisions.

WORKMEN'S COMPENSATION BOARD

LABOUR 28

Bloor St. E.

Toronto M4W 3C3

16-965-8722

The Workmen's Compensation Board (WCB), Ontario, administers the **Workmen's Compensation Act**, Ontario. The Act provides: **compensation** payments for workers disabled by job-related **accidents** or **diseases**, awards for permanent disability and **pensions** for dependents of workers who die as a result of work accidents or industrial diseases; **medical** services—advice to treating agencies, control of treatment, special treatment facilities, etc.; medical **financial assistance**, including payment of doctor's bills, **hospitalization** costs, etc.; **vocational** rehabilitation services, including **counselling** and job training to help injured workers reestablish themselves; financial assistance to nine **safety** associations whose mission, through safety education, is the prevention of industrial accidents and diseases.

The WCB maintains its head office in Toronto where it has a **library** for publications (965-8725) and for **films** (965-8722). Regional, area and information service offices in other Ontario cities are listed below. There is a WCB Hospital and Rehabilitation Centre in Downsview. The Chairman of the WCB reports to the Lieutenant Governor in Council through the Ontario Minister of Labour who answers for the Board in the Legislature.

Any decision made by the Workmen's Compensation Board may be appealed by writing to the Registrar of Appeals at the above address (965-8926). The decision of an Appeal Board is final unless there is some concern as to whether the hearing has been properly conducted, an obvious error has occurred, or new evidence is introduced: written requests for reconsideration accompanied by supporting evidence are considered by an Appeal Board.

There are eight operating divisions of the WCB in Toronto. They are: Administrative Resources (965-8752); Claims Services (965-8773); Communications (965-8948); Financial Services (965-8660); Human Resources (i.e., Personnel), (965-8720); Medical Services (965-8827); Safety Education (965-8726); and Vocational Rehabilitation (963-0154). The prime function of the Claims Services, Medical Services and Vocational Rehabilitation Services Divisions is to look after the needs of the injured workers.

The Claims Services Division consists of: Claims Adjudication Branch, Claims Information and Counselling Services Branch, and Claims Review Branch. Claims Adjudication Branch provides claims adjudication, including the initial acceptance of the claim, authorization of compensation payments throughout the lifetime of the claim, and the establishment of awards for permanent disability. Claims adjudication activities take place at the Board's head office, 2 Bloor St. E., Toronto, and also at the Regional Offices in Sudbury (servicing the Districts of Sudbury, Algoma and Manitoulin) and London (servicing the Counties of Huron, Middlesex, Elgin and Oxford). Most claim files for workers residing in these regions are located at the respective Regional Office. Claims for certain industrial diseases are still located and adjudicated at the head office. The Claims Information and Counselling Services Branch provides a channel of communication and information on individual claims and counselling services. Claims Review Branch reviews adverse claims adjudication decisions recommended by the Claims Adjudication Branch before the decision is communicated to the injured **employee** and employer and reviews objections to decisions of the Claims Adjudication Branch.

The Medical Services Division ensures that high level medical care is administered to injured workers at realistic cost.

The Vocational Rehabilitation Division provides socio-economic counselling, vocational evaluation, adjustment assessment, vocational training, and selective **job placement** in industry. Special counselling includes financial counselling, consideration of requests for pension commutations, and making arrangements for **educational** upgrading for those injured workers who lack the necessary education and for those who cannot communicate in English. Vocational Rehabilitation Specialists seek on-the-job training and employment opportunities for injured workers, and inform employers and the public of the advantages of hiring rehabilitated **disabled** workers.

Residents outside the local calling area of the following regional and area offices can call the office serving them by dialing the operator '0' and asking for Zenith 61700.

Area Office

100 Main St. E., Ste. 4103

Hamilton L8N 3W6

416-523-1800

Information Service Office

1055 Princess St., Rm. 303

Kingston K7L 5T3

613-544-9682

Area Office
153 Frederick St.
Kitchener N2H 2M2
519-576-4130

LONDON REGIONAL OFFICE
200 Queens Ave.
London N6A 1J3
519-663-2331

Area Office
189 Wyld St., Box 3190
North Bay P1B 8K7
705-472-5200

Area Office
350 Sparks St., Rm. 206
Ottawa K1R 7S8
613-238-7851

Information Service Office
421 Bay St., Rm. 205
Sault Ste. Marie P6A 1X3
705-942-3002

Information Service Office
282 Linwell Rd., Rm. 120
St. Catharines L2N 6N5
416-937-2020

SUDBURY REGIONAL OFFICE
30 Cedar St.
Sudbury P3E 1A4
705-675-9301

ACTS

The following is a list of Acts administered by the Ministry of Labour. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Blind Workmen's Compensation Act
Employment Agencies Act
Employment Standards Act
Government Contracts Hours and Wages Act
Hospital Labour Disputes Arbitration Act
Industrial Standards Act
Labour Relations Act
Ministry of Labour Act
Occupational Health and Safety Act
One Day's Rest in Seven Act

Area Office
1265 Arthur St. E., Rm. 101
Thunder Bay P7E 6E7
807-623-4545

Information Service Office
273 Third Ave., Box 1142, Rm. 204
Timmins P4N 7H9
705-267-6427

Information Service Office
1382 St. Clair Ave. W.
Toronto M7E 1C6
416-965-8864
(Italian, Portuguese,
French, Spanish calls)

Toronto Claims Information
2 Bloor St. E.
Toronto M4W 3C3
416-965-8851
(This is the main telephone number.
Check your telephone directory for
numbers for individual claims and
firm files.)

Area Office
787 Ouellette Ave.
Windsor N9A 4J4
519-256-3461

LABOUR 29

Ontario Human Rights Code
Rights of Labour Act
Workmen's Compensation Act
Workmen's Compensation Insurance Act

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

Hearst Block, 4th Flr.

Queen's Park, Toronto M7A 2K5

The Ministry of Municipal Affairs and Housing was established through provincial legislation July 3, 1981, amalgamating the municipal affairs responsibilities from the Ministry of Intergovernmental Affairs with those of the former Ministry of Housing. These included community development and Ontario Housing Corporation, community planning, land development and Ontario Land Corporation, and Ontario Mortgage Corporation.

The Ministry is charged with: the responsibility for ensuring that provincial interests are reflected through a sound community planning framework; facilitating the provision and maintenance of adequate housing; ensuring efficient use of lands acquired for residential, commercial and industrial development.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM

MAH 1

101 Bloor St. W., 9th Flr.

Toronto M5S 1P8

416-965-0143

The Affirmative Action Program Manager plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

AUDIT OPERATIONS BR

MAH 2

60 Bloor St. W., 8th Flr.

Toronto M4W 3K7

416-965-9898

Audit Operations Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry financial and management controls.

COMMUNICATIONS BR

MAH 3

56 Wellesley St. W., 2nd Flr.

Toronto M7A 2K4

416-965-9780

Communications Branch serves as the information service for the Ministry of Municipal Affairs and Housing, including such components as **Ontario Housing Corporation (OHC)**, **Ontario Mortgage Corporation (OMC)** and **Ontario Land Corporation (OLC)**. The service for the Ontario Land Corporation can be reached at 965-9168. The branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

FRENCH LANGUAGE SERVICES COORDINATOR

MAH 4

56 Wellesley St. W., 2nd Flr.

Toronto M7A 2K4

416-965-9784

The French Language Services Coordinator coordinates the implementation of the government's policy on French language services (provision of such services to the Franco-Ontarian public) within this Ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

LEGAL BR

MAH 5

101 Bloor St. W., 4th Flr.

Toronto M5S 1P8

Rental Housing 416-965-4571

Subdivisions 416-965-9849

Planning 416-965-0460

Legal Branch provides legal services for all branches of the Ministry of Municipal Affairs and Housing as well as for **Ontario Housing Corporation**, **Ontario Mortgage Corporation**, **Ontario Land Corporation** and the **Ministry of Intergovernmental Affairs**. Legal Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services in the areas of subdivision development, housing development, mortgages, administration of the Planning Act and provides all other legal services incidental to the operations of the Ministry and its agencies. The Legal Branch is seconded from the Ministry of the Attorney General. The Legal Branch section serving the Metro Toronto Housing Authority is located at: 1320 Yonge St., 2nd Floor, Toronto M4T 1X2, 416-928-4937.

POLICY AND PROGRAM DEVELOPMENT

MAH 6

SECRETARIAT

900 Bay St., 4th Flr., Hearst Block

Queen's Park, Toronto M7A 2K5

416-965-0163

The Policy and Program Development Secretariat provides the Ministry with policy development advice by evaluating and designing alternatives to present policies and programs and formulating new approaches so the Ministry pursues goals more effectively. Provides intergovernmental liaison to ensure that the Ministry is aware of and responds to changing policy and program issues at all levels of government (965-7867).

MANAGEMENT PLANNING AND EVALUATION BR

MAH 7

900 Bay St., 4th Flr., Hearst Block

Queen's Park, Toronto M7A 2K5

416-965-0193

Management Planning and Evaluation Branch, part of the **Policy and Program Development Secretariat**, ensures that the Ministry has a comprehensive planning and

evaluation system so that its resources are efficiently utilized. The branch has two sections:

Program Analysis Section (965-9788) coordinates the development of Ministry strategic plans including long-term funding requirements and associated program priorities. Coordinates the development of performance indicators (for use in management-by-results program of the government). Maintains and analyzes information to accurately reflect the present and future environment for the development of appropriate programs.

Surveys and Statistical Analysis Section (965-7025) furnishes background data and statistical expertise for policy development. Administers the municipal housing program which provides **grants** and technical analysis to **municipalities** for local **housing** policy statements.

FINANCE AND ADMINISTRATION DIVISION

CORPORATE SECRETARY

MAH 8

101 Bloor St. W., 14th Flr.
Toronto M5S 1P8
416-965-9798

The office of the Corporate Secretary provides corporate secretarial services to boards of directors of all Crown agencies of the Ministry (**Ontario Housing Corporation, Ontario Land Corporation** and **Ontario Mortgage Corporation**). Receives resolutions from **municipalities** requesting participation in various **housing** and related programs of the Ministry. Accepts submissions resulting from public **tenders** called on behalf of the Ministry and its agencies.

FINANCE BR

MAH 9

60 Bloor St. W., 3rd Flr.
Toronto M4W 3K7
416-965-9762

Finance Branch provides financial management and accounting services to all Ministry programs. This includes accounts payable, receipt of revenue, and formulation of policies and procedures with respect to financial control and preparation of annual estimates.

The branch coordinates the **housing-related** cost-sharing arrangements with the federal government and provides accounting and banking services to 61 **housing authorities** across the Province.

The branch also provides financial liaison with the Provincial Auditor and the Ministry of Treasury and Economics.

HUMAN RESOURCES BR

MAH 10

60 Bloor St. W., 3rd Flr.
Toronto M4W 3K7
416-965-9402

Human Resources Branch performs the personnel functions for the Ministry of Municipal Affairs and Housing. The Metropolitan Toronto Housing Authority performs its own personnel functions (928-4914). Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The branch is responsible for the establishment of Ministry personnel policies

and procedures, manpower planning, staff development, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Human Resources Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). Human Resources Branch provides a complete staff relations service to the Ontario Housing Corporation and its local Housing Authorities in dealing with the Canadian Union of Public Employees (CUPE).

MANAGEMENT SYSTEMS BR

MAH 11

60 Bloor St. W., 2nd Flr.

Toronto M4W 3K7

416-965-9905

Management Systems Branch provides management consulting, systems development and data processing services to the Ministry and its agencies. This includes **records management, forms design and control, manuals management**. Management Systems Branch is responsible for the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with the Ministry of Government Services' Communications and Computer Services Division. For government systems development policy see Management Board of Cabinet Secretariat, Management Technology Branch.

SUPPLY AND SERVICES BR

MAH 12

60 Bloor St. W., 8th Flr.

Toronto M4W 3K7

416-965-9713

Supplies the Ministry of Municipal Affairs and Housing, **Ontario Housing Corporation, Ontario Land Corporation and Ontario Mortgage Corporation** with administrative services, including supply management, the purchasing of goods and services (965-9749), printing, duplicating, mail and transportation services, assets management, and the maintenance of policy and procedures as they apply to the branch. The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation for the Ministry and its Crown corporations and purchasing of commonly used supplies. The branch is also responsible for office safety supervision. The branch acquires office accommodation and related services for housing authorities. The branch is responsible for the Ministry **library**, located at 56 Wellesley St. W., 2nd Flr., (965-9720). The library operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

ASSISTANT DEPUTY MINISTER LAND DEVELOPMENT

HOUSING RENOVATION AND ENERGY CONSERVATION UNIT

MAH 13

60 Bloor St. W., 7th Flr.

Toronto M4W 3K7

416-965-4073

The Housing Renovation and Energy Conservation Unit's activities include identifying

and liaising with major client groups involved in **housing** rehabilitation and **energy** conservation; developing resources to aid client groups and industry in the rehabilitation process; assembling and providing up to date information on trends and activities in the housing rehabilitation field. The unit also provides advice and assistance to **municipalities** on the administration of property standards by-laws and local property maintenance programs.

Section 36 of the **Planning Act** permits **municipalities** to enact **property** standards by-laws setting out minimum standards of maintenance and occupancy for property thereby ensuring that **buildings** are maintained in a habitable condition and not allowed to deteriorate. Advice and assistance is given to municipalities wishing to embark on a property maintenance program.

LAND OPERATIONS BR

MAH 14

60 Bloor St. W., 10th Flr.

Toronto M4W 3K7

416-965-0250

Land Operations Branch is responsible for the supervision of **engineering** and professional service contracts for all **Ontario Land Corporation** (OLC) development projects, except Seaton and Townsend. It manages directly OLC properties within the **North Pickering** site, (Land Management Site Office, P.O. Box 190, Highway 7, Green River, Pickering L1V 2R4, 416-683-7611) and provides direction to Ministry of Government Services in the management of all other OLC **lands**. It deals with **compensation** on **expropriation** of properties in North Pickering. Provides **property** transfer, registration and documentation and **tax** payments on all OLC property. Provides **environmental planning** and drafting services to the OLC. The branch participates in the Ministry's **youth employment** program.

MARKETING AND LONG TERM PLANNING BR

MAH 15

60 Bloor St. W., 10th Flr.

Toronto M4W 3K7

416-965-9164

Marketing and Long Term Planning Branch coordinates the development of corporate plans and policies for the development, marketing, management and disposition of all provincial **land** held by the **Ontario Land Corporation** for residential, commercial and industrial development. The branch develops financial and economic strategies and plans and provides market analysis and markets the land. Major developments in the land development program include the new communities of Seaton and Townsend and projects in Malvern, Saltfleet, Hamilton Mountain, Kitchener, London and Windsor, etc. For information on the Seaton and Townsend Projects, see the Seaton Community and Eastern Region Branch and Townsend Community and Western Region Branch entries. For information on **land** available for lease contact Ministry of Municipal Affairs and Housing, Land Operations Branch (965-0250) for Seaton, Ministry of Agriculture and Food Foodland Development Branch (965-9433) for agricultural land, and Ministry of Government Services, Realty Services Branch Property Administration (965-2040) for the other areas.

SEATON COMMUNITY AND EASTERN REGION BR

MAH 16

60 Bloor St. W., 10th Flr.

Toronto M4W 3K7

416-965-9168

The branch is responsible for the planning and development of Seaton, a new community to be located on a provincially-owned site in the Town of Pickering, Region of Durham. Seaton is a 7,000 acre urban area within the 25,000 acre North Pickering planning area. Branch responsibility also includes all other provincial **land** development projects in eastern and northeastern Ontario.

The Seaton Community Administration and Information Office located at 1305 Sheridan Mall Parkway, 5th floor, Pickering L1V 3P2, (416-831-2526), provides a local source of information concerning the development of Seaton.

TOWNSEND COMMUNITY AND WESTERN REGION BR

MAH 17

60 Bloor St. W., 10th Flr.

Toronto M4W 3K7

416-965-6504

The branch is responsible for the planning and development of Townsend, a new community on a provincially-owned site in the city of Nanticoke, Region of Haldimand-Norfolk as well as all other provincial **land** development projects in western and northwestern Ontario (416-965-0637).

Townsend Community Administration and Information Office (519-587-2418), Townsend, Ontario, N0A 1J0 provides a local source of information concerning the development and marketing of Townsend.

ASSISTANT DEPUTY MINISTER COMMUNITY PLANNING

COMMUNITY PLANNING ADVISORY BR

MAH 18

56 Wellesley St. W., 4th Flr.

Toronto M7A 2K4

416-965-3352

The branch provides **community planning** service and advice to municipalities, the development industry and the public. Administers a program of **grants** to smaller **municipalities** (population 15,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating **official plans** and **zoning** by-laws, assistance to regional, county or district governments in preparing **land** severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area, reviewing existing documents for **energy** efficiency, preparing planning studies on land use measures for energy efficiency. Municipalities must contact regional offices listed below to apply for grants. Municipalities are responsible for designing **mobile home** parks by passing zoning by-laws under the Planning Act. **Grants** for Energy Conservation through Land Use Planning are available to municipalities greater than 15,000 in population.

The branch provides the following range of services through its field offices.

Information/education: Staff organize (or participate in) workshops, seminars and con-

ferences to discuss community planning, land use, provincial policies and procedures and other Ministry programs.

Ongoing planning advice: Staff consult with municipalities about their **land use planning** concerns and respond to inquiries from developers and the public.

Preliminary reviews of local planning documents and advice on tentative development proposals: Field offices can identify planning weaknesses and assess trends in local **housing** and planning which should reduce delays and problems at the approval stage and facilitate a smoother process.

Financial assistance: Applications for funding under the **Community Planning Study Grants** are processed through field offices. Staff provide assistance for the development of major amendments to **official plans** and **zoning by-law** documents as well as for special studies which address specific **land use planning** matters. Municipal eligibility for assistance is reviewed by staff and requests for funding should always precede the commencement of any planning study. **Energy Conservation through Land Use Planning Grants** are available for the study of conservation measures which involve land use concepts.

Technical assistance: Staff assist in drafting terms of reference for planning studies and selecting planning consultants. Staff will also assist in the preparation of municipal planning documents for small municipalities that have insufficient planning staff.

Planning areas: Staff advise municipalities on establishing or altering planning areas and on the administration of planning boards. **Planning Administration Grants** are available to planning boards which administer land use activities in unorganized territories.

Contact one of the following five field offices.

495 Richmond St.

London N6A 5A9

519-673-1611

If long distance dial

1-800-265-4736

(Southwestern Region)

244 Rideau St.

Ottawa K1N 5Y3

613-566-3801

If long distance ask Operator

for Zenith 52650

(Southeastern Region)

1191 Lansing Ave.

Sudbury P3A 4C4

705-560-0120

If long distance ask Operator

for Zenith 52650

(Northeastern Region)

435 James St. S.

Box 5000

Thunder Bay P7C 5G6

807-475-1651

If long distance ask Operator

for Zenith 52650

(Northwestern Region)

47 Sheppard Ave. E., Ste. 207

Willowdale M2N 5X5

416-224-7635

If long distance ask Operator

for Zenith 52650

(Central Region)

COMMUNITY RENEWAL BR

MAH 19

56 Wellesley St. W., 3rd Flr.

Toronto M7A 2K4

416-965-9048

The branch is responsible for administering the following provincial and provincial-municipal programs designed for maintenance and improvement of the community infrastructure and the built up environment in Ontario: Business Improvement Area, Downtown Revitalization, Main Street Revitalization, Ontario Neighbourhood Improvement Program. These programs are described individually in the following Community Renewal Branch entries. The branch participates in the Ministry's **youth employment** program.

COMMUNITY RENEWAL BR

MAH 20

BUSINESS IMPROVEMENT AREA PROGRAM

56 Wellesley St. W., 3rd Flr.

Toronto M7A 2K4

416-965-2826

Section 361 of the **Municipal Act** provides local business communities with the legislation to help upgrade commercial districts. The **Business Improvement Area Program (BIA)** concept is a self-help mechanism to improve, beautify and maintain municipally owned **lands, buildings** and structures beyond the normal works of municipalities and to promote the area as a business and shopping district. Funds are provided by local business groups and managed by a board of management. Local groups request the municipality to designate a BIA. Once a BIA is designated, a board of management is formed to manage the current year's budget outlining the improvement and the promotion program. Upon approval of this budget by the municipal council, funds are paid out to the board by the municipal treasurer.

COMMUNITY RENEWAL BR

MAH 21

COMMUNITY SERVICES CONTRIBUTION PROGRAM

56 Wellesley St. W., 3rd Flr.

Toronto M7A 2K4

416-965-2826

Under the **Ontario Neighbourhood Improvement Program (ONIP)** the Ontario government assists **municipalities** with the improvement of municipal utilities and community facilities. **Grants** are for the provision of, or improvements to, **sewer** and **water** works, sidewalks, street lighting, **parks** and other types of social and **recreation** facilities.

COMMUNITY RENEWAL BR

MAH 22

DOWNTOWN REVITALIZATION PROGRAM

56 Wellesley St. W., 3rd Flr.

Toronto M7A 2K4

416-965-2826

The **Downtown Revitalization Program** is designed to help eligible **municipalities** with a maximum population of 125,000 receive public investment for seeding projects to restore confidence in the community's core area. Subject to availability, funds are provided by the Province in the form of partially recoverable **loans** up to a maximum two-thirds of the approved cost of the project.

COMMUNITY RENEWAL BR
 MAIN STREET REVITALIZATION PROGRAM
 56 Wellesley St. W., 3rd Flr.
 Toronto M7A 2K4
 416-965-2826

MAH 23

The **Main Street Revitalization Program** is designed to help small Ontario communities with populations of 35,000 or less to upgrade their downtown areas using the **Business Improvement Area (BIA)** concept as a starting point (see Community Renewal Branch, Business Improvement Area Program, MAH 20). Since smaller municipalities often are not able to generate the financing needed to initiate BIA projects, the Province provides low-interest **loans** of up to \$150,000 to help the community improve and beautify municipally owned **lands** and **buildings** in eligible areas.

LOCAL PLANNING POLICY BR
 56 Wellesley St. W., 3rd Flr.
 Toronto M7A 2K4
 416-965-5890

MAH 24

Develops policy and legislation and recommends **community planning** standards to apply at the local government level (**municipalities**), consistent with provincial objectives. Activities include review of planning statutes; formulation of advisory publications on **official plans**, **zoning** techniques and **land use planning** policies; and issuance of policy circulars on matters such as urban planning standards, design guidelines for housing **subdivisions** and the development of **mobile home** parks.

PROJECT PLANNING BR
 56 Wellesley St. W., 6th Flr.
 Toronto M7A 2K4
 416-965-1637

MAH 25

Provides comprehensive planning services to the Ministry on **land** development, **community planning**, **energy** conservation and other planning projects, based upon physical, social, economic, environmental and engineering analysis. Planning information on these projects is available.

PLANS ADMINISTRATION DIVISION

COMMUNITY PLANNING REVIEW BRANCHES
 56 Wellesley St. W.
 Toronto M7A 2K4
 416-965-6418

MAH 26

Two Community Planning Review Branches located in Toronto (Central and Southwest, North and East) process and recommend for approval **official plans** and official plan amendments; approve plans of **subdivisions** and **condominiums** (except when regional municipalities have approval power); administer Minister's **zoning** orders, part-lot control, validation of **title** of lands subdivided in contravention of the Planning Act, **road** adjustment applications. Comment to the Ontario Municipal Board on **municipal** zoning by-laws. Monitor **land severance** approvals delegated to planning boards, committees of adjustment, land division committees. Administer **land severance** applications, where not delegated, in Northern Ontario. Process **Niagara Escarpment Development Control appeals**. The branches also administer activities concerning the **Parkway Belt** system in-

cluding the processing of amendments to the Parkway Belt land use regulations. The **Parkway Belt** is a multi-purpose utility corridor, urban separator and linked open space system, designed to define and service urban areas to the west and east of Metropolitan Toronto.

OPERATIONS CONTROL BR

MAH 27

56 Wellesley St. W.
Toronto M7A 2K4
416-965-6418

Operations Control Branch provides technical, administrative and statistical support for the Plans Administration Division. Coordinates Ministry review of **environmental assessments**. Prepares **zoning** orders for unorganized territories in Northern Ontario. Coordinates delegation of Minister's power to local jurisdictions (e.g., transfer of **subdivisions**, **condominiums** and **official plans** approvals to regions and counties and **land severance** approvals to planning boards in Northern Ontario). Prepares guidelines and information publications on the planning process. Prepares regulations and rules of procedure under the **Planning Act** legislation. Takes part in special projects (e.g., review of **land use planning** reports).

MARKET SURVEYS SECTION

MAH 28

101 Bloor St. W., 13th Flr.
Toronto M5S 1P8
416-965-9834

The Market Surveys Section carries out **Municipal Housing Statements** (MHS) for municipalities under 10,000 in population and provides technical assistance to municipalities who are preparing an MHS through a consultant or municipal staff. An MHS is a study of the total housing market of a municipality and is a prerequisite for participation in provincially assisted housing programs. Included in the Municipal Housing Statement is an assisted housing survey which sets targets for the need and demand for rental housing at a market rental rate and on a rent-geared-to-income basis. This section also administers the Annual Housing Review (AHR) which allows municipalities to set assisted housing targets by program for the upcoming year.

Regional offices located as follows:

NORTHERN

1191 Lansing Ave.
Sudbury P3A 4C4
705-560-6350

SOUTHERN

55 Hess St., Penthouse
Hamilton L8P 4R8
416-527-9216

SOUTHWESTERN

80 Dundas St. W.
London N6A 2P3
519-679-7110

CENTRAL

101 Bloor St. W., 13th Flr.
Toronto, Ontario
416-965-9834

EASTERN

1150 Morrison Dr.
Ottawa K2H 8S9
613-820-8305

COMMUNITY HOUSING DIVISION

COMMUNITY HOUSING DIVISION

MAH 29

101 Bloor St. W., 12th Flr.

Toronto M5S 1P8

416-965-9649

The division administers community housing programs through four regional housing branches located at the above address in Toronto. Each branch is responsible for specific areas of the Province (see list below).

The community housing programs are described individually under the following Community Housing Division entries: Municipal Non-Profit Housing Program, Ontario Community Housing Assistance Program, Private Assisted Rental Program, Rent Supplement Program, Rural Housing Program, and Ontario Home Renewal Program.

Central Region

416-965-9646

(Dufferin, Metro Toronto,
Peel Region, Simcoe (except Rama &
Mara Townships), York)

North Region

416-965-9045

(Algoma, Kenora, Rainy River,
Sudbury, Thunder Bay, Timiskaming,
Nipissing (north of Algonquin Park))

East Region

416-965-0759

(Durham, Frontenac, Lanark,
Muskoka, Parry Sound, Victoria,
Renfrew, Haliburton, Hastings,
Leeds & Grenville, Lennox & Addington,
Northumberland, Ottawa-Carleton,
Peterborough, Prescott, Russell,
Prince Edward, Stormont, Dundas &
Glengarry, Simcoe (Rama & Mara
Townships only),
Nipissing (south of Algonquin Park))

South/West Region

416-965-9656

(Haldimand-Norfolk, Halton,
Hamilton-Wentworth, Niagara
and Waterloo Regions, Brant,
Bruce, Elgin, Essex, Grey,
Kent, Lambton, Middlesex, Oxford,
Perth and Wellington Counties)

COMMUNITY HOUSING DIVISION
MUNICIPAL NON-PROFIT HOUSING

MAH 30

101 Bloor St. W., 12th Flr.

Toronto M5S 1P8

This program assists non-profit **housing** corporations, owned by municipalities, whose main objective is to supply rental accommodation for senior citizens, families and **disabled** individuals. For municipalities developing their first municipal non-profit project, Ontario allocates a **grant** of up to \$5,000 to assess the viability of the project. This grant may be followed by interest free **loans** for up to 1.75 per cent of estimated project costs for administrative and development costs. Additional interest free loans for technical consultants' fees may also be approved, provided that program criteria are met. There are federal and provincial **rent** reduction **grants** to help offset operating losses. Municipal non-profit corporations are responsible for managing their own properties. Criteria for project approval include evidence of need for the project for both market rent and rent-geared-to-income components. Up to 25 per cent of the units in a municipal non-profit development for families may be allocated on a rent-geared-to-income ba-

sis. In **senior citizen** projects, up to 50 per cent of the units may be assigned to seniors in need of rental assistance. The remainder of the tenants in both cases would pay market rents. The program is administered by the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, MAH 29.

COMMUNITY HOUSING DIVISION
ONTARIO COMMUNITY HOUSING ASSISTANCE PROGRAM
101 Bloor St. W., 12th Flr.
Toronto M5S 1P8

MAH 31

The **Private Non-profit Housing Program** and the **Non-profit Cooperative Housing Assistance Program** are administered by the **Canada Mortgage and Housing Corporation**.

Private non-profit corporations and cooperatives may be eligible for additional financial assistance from the Province if needed, under the **Ontario Community Housing Assistance Program**. This could provide **rent-** geared-to-income assistance to a maximum of 50 per cent of the units in senior citizen and up to 25 per cent in family projects. The program is administered by the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, MAH 29.

COMMUNITY HOUSING DIVISION
ONTARIO HOME RENEWAL PROGRAM
101 Bloor St. W., 12th Flr.
Toronto M5S 1P8
416-965-9649

MAH 32

Low income owners of substandard housing are eligible for rehabilitation assistance under the **Ontario Home Renewal Program (OHRP)**.

The program is designed to assist the low income homeowner with upgrading a property to meet local minimum housing standards. **Loan** assistance is available to: improve faulty structural and sanitary conditions and to upgrade plumbing, insulation, heating and electrical systems.

A loan plan consisting of repayable and forgivable portions is available to individuals whose 'adjusted family income' does not exceed \$15,500. The maximum loan available to eligible homeowners is \$7,500. The forgivable portion of the loan is earned by continued ownership and occupancy of a property for a period of time depending on the forgivable portion. The maximum amount of the loan that may be forgiven cannot exceed \$4,000.

The interest rate on the repayable portion is tied to family income. For those earning under \$3,000 no interest charges would be applied. Up to 8% would be charged on loans to individuals who earn over \$8,000.

The program is available to residents in all areas of Ontario and delivered directly by **municipalities**. Detailed information and application forms are available at local municipal offices. In areas that are not situated within existing municipal boundaries, assistance is provided through the Ministry of Northern Affairs field offices (see list under MNA 2).

COMMUNITY HOUSING DIVISION
PRIVATE ASSISTED RENTAL PROGRAM
101 Bloor St. W., 12th Flr.
Toronto M5S 1P8

MAH 33

This program is designed to encourage greater participation by the private sector in providing **rent** geared-to-income accommodation. Builders arrange private **mortgage** financing insured under the **National Housing Act** at rates no greater than the prevailing Section 58 NHA rate and develop rental projects in municipalities selected by the Ministry. The builders construct, own and manage the properties and enter into agreements with **Ontario Housing Corporation**. Up to 100 per cent of the units in a project are made available to applicants on the local waiting list for assisted rental **housing** accommodation. Units under construction and completed projects are not eligible for the program. Under arrangements between the builder and the Ministry the difference between the agreed upon rent and the rent paid by tenants is supplemented by the federal and provincial governments on a 50/50 ratio. In addition, the builder is responsible for all project administration. The program is administered by the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, MAH 29.

COMMUNITY HOUSING DIVISION
RENT SUPPLEMENT PROGRAM
101 Bloor St. W., 12th Flr.
Toronto M5S 1P8

MAH 34

This program is designed to provide assisted rental **housing** for lower-income residents, in cooperation with the private sector. Ministry policy is to integrate socially-assisted **tenants** into the general community, housing them in privately-owned accommodation. Under the **rent** supplement program, the operating subsidies are shared on a 50/50 basis by the federal and provincial governments. The Ministry of Municipal Affairs and Housing, acting on behalf of **Ontario Housing Corporation (OHC)** acquires the use of vacant units from private owners who wish to make them available for lower-income families and individuals. After an owner and OHC agree on a market rent, the owner participates in selecting the tenants from the local waiting list for assisted housing. The tenant signs a lease with the owner and pays rent, based on income, directly to the owner. OHC mails a monthly cheque to the owner to cover the difference between the rent paid by the tenant and the agreed upon market rent. Contracts generally are signed for up to a five-year period. Rents are negotiated annually to reflect market trends. Generally, no more than 25 percent of the units in a complex or building may be accepted for lease under the program. The program is administered by the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, MAH 29.

COMMUNITY HOUSING DIVISION
RURAL HOUSING PROGRAM
101 Bloor St. W., 12th Flr.
Toronto M5S 1P8

MAH 35

In cooperation with **Canada Mortgage and Housing Corporation (CMHC)** the Ministry assists families in **home** ownership in rural and remote areas. Where a need has been established, a limited number of **rent-** geared-to-income developments for **senior citizens** may be built in **municipalities** and **unorganized territories** with populations of less than

2,500. Capital costs and operating subsidies are shared by the federal (75%) and provincial (25%) governments. Program is administered through the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, MAH 29. Capital costs and operating subsidies are shared by the federal (75%) and provincial (25%) governments.

TECHNICAL SERVICES DIVISION

TECHNICAL SERVICES DIVISION

MAH 36

101 Bloor St. W., 6th Flr.
Toronto M5S 1P8
416-965-9728

The Technical Services Division coordinates architectural, engineering and appraisal (965-0260) services to the Ministry's Community Housing Division. Its Research and Development Section (965-9108) carries out **research** on **building** materials in use, **energy** conservation measures and related subjects. The Chief Architect's, Chief Engineer's and the Appraisal Branches' functions are described individually in this index.

APPRAISAL BR

MAH 37

101 Bloor St. W., 6th Flr.
Toronto M5S 1P8
416-965-0260

The Appraisal Branch appraises **land** and **buildings**, estimates costs of new **construction**, estimates **rents** and rental values in assisted rental **housing** in privately and publicly initiated developments for the Ministry of Municipal Affairs and Housing and performs other related duties such as assessment and other appraisal work as assigned.

CHIEF ARCHITECT'S BR

MAH 38

101 Bloor St. W., 6th Flr.
Toronto M5S 1P8
416-965-9929

The Chief Architect's Branch provides **architectural**, landscape and interior design, consultation, document production and inspection services to the Ministry's Community Housing Division, the Ontario Housing Corporation, the local **housing** authorities, municipal and other housing agencies relating to the Ministry's housing programs. Publishes Ontario Housing Corporation **design** and **construction** standards, Municipal Non-Profit Housing design and construction guidelines covering family, senior citizen, and handicapped housing.

CHIEF ENGINEER'S BR

MAH 39

101 Bloor St. W., 8th Flr.
Toronto M5S 1P8
416-965-9616

The Chief Engineer's Branch ensures that housing projects constructed under various Ministry programs comply with building code and contract requirements. This involves **engineering** reviews of drawings and field supervision.

ASSISTANT DEPUTY MINISTER MUNICIPAL AFFAIRS

LOCAL GOVERNMENT ORGANIZATION BR

MAH 40

Mowat Block, 900 Bay St., 4th Flr.

Queen's Park, Toronto M7A 1C2

416-965-6934

Local Government Organization Branch goals are to evaluate the responsibilities of Ontario's systems of local government (**municipalities**) and identify the range of functions and organizational structures which will strengthen the capacity of the local governments to interpret the needs and aspirations of local communities, identify issues, and determine priorities and be accountable for them.

MUNICIPAL FINANCE BR

MAH 41

Mowat Block, 900 Bay St., 4th Flr.

Queen's Park, Toronto M7A 1C2

416-965-1671

Municipal Finance Branch studies and recommends changes in **municipal** finance policy and transfer payments policy, including unconditional **grants**; carries out **research** on developments in financial performance of Ontario's local governments; publishes annual report on Ontario local government finance; studies and proposes amendments to legislation concerning municipal finance.

PROVINCIAL MUNICIPAL AFFAIRS
SECRETARIAT

MAH 42

Mowat Block, 900 Bay St., 3rd Flr.

Queen's Park, Toronto M7A 1C2

416-965-6989

The Provincial Municipal Affairs Secretariat (PMAS) assesses and provides advice on **provincial-municipal** relations and programs. PMAS provides a liaison function between the **Association of Municipalities of Ontario** (AMO), its member sections and affiliates and the Province of Ontario. PMAS supplies support services for provincial-municipal consultation and acts as a central registry for municipal resolutions. Publishes the **Municipal Directory** annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, **population** figures, etc. and **Background**, a weekly newsletter outlining legislation, publications and provincial projects of interest to **municipalities**. Maintains contact with the **Federation of Canadian Municipalities** (FCM) and municipal affairs ministries in the other provinces. In conjunction with AMO, sponsors seminar programs for newly elected councillors on special topics of interest.

SUBSIDIES BR

MAH 43

56 Wellesley St. W., 5th Flr.

Toronto M7A 2R8

416-965-2204

Subsidies Branch administers provincial and **federal-provincial subsidy** programs under which **grants** and **loans** are made to **municipalities** and individuals.

Subsidies to municipalities include **financial assistance** for damage due to **Great Lakes** high water levels and for declared **disasters** (965-3917); payment of **tax** or grants-in-lieu

of business tax and real property tax on provincially owned **properties** (965-2428); subsidies for improvement of **marina and boating** facilities, for hiring of **energy** auditors under the **Municipal Energy Audit Program**, and for hiring **students**, e.g. **Involvement in Municipal Administration (IMA)**, **Ontario Municipal Training Program** (965-3500); and unconditional resource equalization, support and per capita **grants** for **tax** relief for property owners (965-1667).

Subsidies to individuals or private **employers** include aid for summer **employment**, e.g. **Ontario Youth Employment Program (OYEP)** (in Toronto 965-0570; all other areas call toll free 1-800-268-7592); property taxation relief for owners of productive **farm** land under the **Farm Tax Reduction Program** (965-7994) and managed **forests** (965-7994); and **loans** to owners of **shoreline** property to repair or prevent damage from **erosion** or storms (965-3500).

The branch is also responsible for the recovery of payment of senior citizens' tax credits (965-3500) through **Municipal and School Tax Credit Repayments** (965-3500). Publishes the booklet, Provincial Financial Assistance to Municipalities, Boards and Commissions (965-7499).

Information on these programs can also be obtained from this Ministry's field services offices (see list under Field Services Branch, MAH 45).

MUNICIPAL OPERATIONS DIVISION

MUNICIPAL MANAGEMENT INITIATIVES PROGRAM

MAH 44

Mowat Block, 900 Bay St., 6th Flr.
Queen's Park, Toronto M7A 1C2
416-965-0131

In addition to overseeing the activities of its four branches, the division handles the **Municipal Management Initiatives Program** which offers a variety of assistance to municipal employees and councils for the purpose of improving the management of municipalities and reducing administrative costs.

FIELD SERVICES BR

MAH 45

Mowat Block, 900 Bay St., 3rd Flr.
Queen's Park, Toronto M7A 1C2
416-965-1495

Field Services Branch operates a network of field services offices in Ontario to advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinates Ministry relationships with **municipalities**. Identifies and initiates action in cases of municipal difficulty. Advice is provided through review of municipal financial statements, dissemination of information on existing programs, and as specifically requested. Contact field services offices listed below.

150 Main St.
Cambridge N1R 1W1
519-622-1500
(Oxford, Brant, Waterloo
Hald-Norfolk, Hamilton-Wentworth
Niagara, Halton, Peel)

147 Wyndham St. N., 4th Flr.
Guelph N1H 4E9
519-836-2531
(Bruce, Grey, Wellington)

1055 Princess St.
Kingston K7L 5T3
613-547-2203
(Prince Edward, Hastings,
Lennox & Addington, Frontenac,
Leeds & Grenville)

495 Richmond St.
London N6A 5A9
519-438-7255
If long distance ask Operator
for Zenith 70530
(Huron, Perth, Middlesex
Elgin, Kent, Lambton, Essex)

347 Sherbrooke St.
North Bay P1B 2C1
705-476-4300
(Parry Sound, Nipissing,
Timiskaming)

15B Matchedash St. N.
Orillia L3V 4T4
705-325-6144
(Simcoe, Haliburton, York,
Muskoka, Dufferin)

74 Simcoe St. S
Oshawa L1H 7V5
416-571-1515
(Northumberland, Victoria,
Peterborough,
Durham, Metro Toronto)

244 Rideau St.
Ottawa K1N 5T3
613-566-3711
(Renfrew, Lanark, Prescott &
Russell, Stormont, Dundas &
Glengarry, Ottawa-Carleton)

430 Notre Dame Ave., 2nd Flr.
Sudbury P3C 5K7
705-675-4343
(Cochrane, Algoma, Manitoulin,
Sudbury)

435 James St. S.
P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1621
(Thunder Bay, Kenora, Rainy River)

MUNICIPAL ADMINISTRATION BR
Mowat Block, 900 Bay St., 3rd Flr.
Queen's Park, Toronto M7A 1C2

MAH 46

Municipal Administration Branch provides a research and development service for municipal managers. Publishes bulletins and other management advisory publications for distribution to **municipalities** and provides specialized advice to municipalities through field offices (listed under Field Services Branch, MAH 45). The branch produces general guidelines for municipal management and prepares material for training and development activities by municipalities and other parts of the Ministry. It administers a program of financial assistance for **French language** municipal services and to the **Ontario Municipal Management Development Board** (OMMDB).

MUNICIPAL BUDGETS AND ACCOUNTS BR
Mowat Block, 900 Bay St., 3rd Flr.
Queen's Park, Toronto M7A 1C2
416-965-2265

MAH 47

Municipal Budgets and Accounts Branch goals are to improve **municipal** financial management in Ontario; to provide municipal financial management expertise to other government offices; to oversee the municipal **auditing** function. Activities include improving municipal financial reporting, developing internal performance measures for municipalities, issuing bulletins and other publications on financial practices, developing a comprehensive financial procedures reference **manual** for municipalities and auditors, providing

other government offices with qualified resources and information. In addition, the branch is responsible for the operation and further development of a large databank of financial information. The branch also **licenses** municipal auditors and oversees municipal auditing; it monitors legislation, policies, procedures and programs relating to municipal financial administration and is involved with associated education programs.

MUNICIPAL BOUNDARIES SECRETARIAT

MAH 48

863 Bay St., 3rd Flr.
Toronto M5S 1Z2
416-965-3322

The Secretariat's purpose is to assist **municipalities** resolve boundary and related disputes within the provisions of the legislation.

ONTARIO HOUSING CORPORATION

HOUSING OPERATIONS BR

MAH 49

101 Bloor St. W., 11th Flr.
Toronto M5S 1P8
416-965-9733

Housing Operations Branch provides direction through six regional branch offices to 61 **housing authorities**. The individual housing authorities administer the Province's **rent-**geared-to-income rental **housing** on behalf of **Ontario Housing Corporation**. This accommodation is provided for parents aged 18 or more with at least one dependent child, usually under the age of 18; to **senior citizens** where at least one spouse is over the age of 60; and to physically **disabled** and developmentally handicapped persons. One year's residency in the Province of Ontario is required as a basis for being housed; applicants must also be Canadian citizens or landed immigrants.

Applicants for housing should contact the local housing authority manager. A point rating system is used to rank applications according to the degree of need. The rent is calculated on a scale that is geared to gross income.

The local housing authorities through the branch offices manage the housing stock on behalf of the Corporation by undertaking regular maintenance programs and upgrading of property, together with such programs as **energy** conservation improvements. This work is distributed to local contractors through maintenance service requisitions for small items. (Where warranted, contractors are placed on rotational lists). The short form and public **tender** processes are utilized for larger items and services.

Below is a list of regional branch offices and local housing authorities.

REGIONAL BRANCH OFFICES

55 Hess St. S., Penthouse
Hamilton L8P 4R8
416-527-9216
If long distance ask Operator
for Zenith 20450
(Southern)

80 Dundas St. W.
London N6A 2P3
519-679-7110
For toll-free number check
blue pages of telephone directory
(Southwestern)

1150 Morrison Dr., 2nd Flr.
Ottawa K2H 8S9
613-820-8305
If long distance ask Operator
for Zenith 20450
(Eastern)

1191 Lansing Ave.
Sudbury P3A 4C4
705-560-6350
For toll-free number check
blue pages of telephone directory
(Northern)

435 James St. S.
Thunder Bay P7C 5G6
807-475-1465
If long distance ask Operator
for Zenith 20450
(Northwestern)

47 Sheppard Ave. E., Ste. 514
Toronto M2N 2Z8
416-224-7639
If long distance ask Operator
for Zenith 20450
(Central)

HOUSING AUTHORITIES

Arnprior
8 McGonigal St.
Arnprior K7S 1L3
613-623-6177

York Regional
59 Yonge St. S., 2nd Flr.
Aurora L4G 1M1
416-727-1354
416-832-1618 (Toronto line)
If long distance ask Operator
for Zenith 44120

South Simcoe & Barrie
5th Flr., Court House Wing
30 Poyntz St.
Barrie L4M 3P2
705-728-3894
If long distance ask Operator
for Zenith 44120

Hastings, Prince Edward & Belleville
205 Dundas St. E., Ste. 301
P.O. Box 682
Belleville K8N 5B3
613-968-3465
If long distance ask Operator
for Zenith 44120

Muskoka District
95 Manitoba St.
P.O. Box 539
Bracebridge P0B 1C0
705-645-9261
If long distance ask Operator
for Zenith 44120

Brant & Brantford
Federal Bldg., Rm. 305
Brantford N3T 5M2
519-759-6100

Leeds & Brockville
58 King St. E.
Brockville K6V 1B3
613-342-2341
If long distance ask Operator
for Zenith 44120

South Waterloo
9 Cambridge St.
Cambridge N1R 3R5
519-623-2686

Lanark County
388 Townline Mall
Carleton Place K7C 3M9
613-257-7230
If long distance ask Operator
for Zenith 44120

Kent & Chatham
30 Raleigh St.
P.O. Box 1296
Chatham N7M 5R9
519-354-9592
If long distance ask Operator
for Zenith 44120

Northumberland County

24 Covert St.

P.O. Box 969

Cobourg K9A 2L6

416-372-0151

If long distance ask Operator
for Zenith 24430

Cornwall & Area

113 Amelia St.

P.O. Box 1086

Cornwall K6H 3P1

613-938-7717

If long distance ask Operator
for Zenith 44120

East Kenora District

4 Earl Ave.

Dryden P8N 1X3

807-223-3087

If long distance ask Operator
for Zenith 44120

Timiskaming District

P.O. Box 907

Englehart P0J 1H0

705-544-2334

If long distance ask Operator
for Zenith 44120

Essex County

360 Fairview Ave. W.

Essex N8M 1Y3

519-776-6464

If long distance ask Operator
for Zenith 44120

Rainy River District

255 Scott St.

Fort Frances P9A 3M6

807-274-7704

If long distance ask Operator
for Zenith 44120

Huron County

48 The Square

Goderich N7A 1M5

519-524-2637

If long distance ask Operator
for Zenith 21520

Wellington & Guelph

214 Woolwich St.

Guelph N1H 3V7

519-824-7822

If long distance ask Operator
for Zenith 44120

Hamilton-Wentworth

25 Main St., Ste. 701

P.O. Box 2022

Hamilton L8N 3V6

416-528-7901

Prescott & Russell

870 James St.

Hawkesbury K6A 2W8

613-632-8501

If long distance ask Operator
for Zenith 44120

South Cochrane District

629 Cedar St.

P.O. Box 1028

Iroquois Falls 'A' P0K 1G0

705-232-6663

If long distance ask Operator
for Zenith 44120

North Cochrane District

Model City Mall

Kapuskasing P5N 2E9

705-335-6179

If long distance ask Operator
for Zenith 44120

West Kenora District

20 Main St. S.

Kenora P9N 1S7

807-468-5612

Bruce County

325 Lambton St.

P.O. Box 1450

Kincardine N0G 2G0

519-396-3439

If long distance ask Operator
for Zenith 44120

Kingston

394 King St. E.

P.O. Box 206

Kingston K7K 2Y3

613-546-5591

If long distance ask Operator

for Zenith 44120

North Waterloo

101 Hazelglen Dr.

P.O. Box 1061

Kitchener N2G 4G1

519-578-2860

Victoria-Haliburton

20 Sussex St. S.

Lindsay K9V 5A8

705-324-6401

If long distance ask Operator

for Zenith 44120

Manitoulin & Espanola Area

13 Worthington Ave.

P.O. Box 638

Little Current P0P 1K0

705-368-3400

If long distance ask Operator

for Zenith 44120

London

137 Dundas St., 4th Flr.

London N6A 1E9

519-434-2765

Middlesex County

399 Ridout St. N.

London N6A 2P1

519-434-7321

If long distance dial

1-800-265-5939

North Simcoe & Orillia

303 Midland Ave.

P.O. Box 608

Midland L4R 1Z8

705-526-4225

If long distance ask Operator

for Zenith 44120

Peel Regional

100 Dixie Plaza

Mississauga L5E 1V4

416-274-1569

If long distance ask Operator

for Zenith 44120

Lennox & Addington

41 Dundas St. W.

P.O. Box 43

Napanee K7R 3L9

613-354-5695

If long distance ask Operator

for Zenith 44120

East Niagara

4483 Queen St.

Niagara Falls L2E 2L4

416-354-1678

For toll-free number check

blue pages of telephone directory

Nipissing & Parry Sound Districts

1275 Main St. W.

North Bay P1B 2W7

705-472-2441

If long distance dial

1-800-461-9560

Halton

139 Thomas St.

P.O. Box 787

Oakville L6J 5C5

416-844-4261

If long distance ask Operator

for Zenith 44120

Dufferin County

22 Mill St., Unit 6

Orangeville L9W 2M3

519-941-8221

Oshawa

50 Centre St. S.

5th Flr., Rundle Tower

Oshawa L1H 3Z7

416-725-3552

Ottawa-Carleton Regional

220 Laurier Ave. W.

Ottawa K1P 5Z8

613-236-0331

Grey County & Owen Sound

1131-2nd Ave. E., Ste. 101

Owen Sound N4K 2J1

519-376-5744

If long distance ask Operator
for Zenith 44120

Renfrew County & Pembroke

209 Renfrew St., P.O. Box 636

Pembroke K8A 5S2

613-735-0782

If long distance ask Operator
for Zenith 44120

Peterborough

105 George St. N.

Peterborough K9J 3G3

705-742-0439

If long distance ask Operator
for Zenith 44120

Lambton County

4166 Petrolia St.

P.O. Box 1210

Petrolia N0N 1R0

519-882-1190

If long distance ask Operator
for Zenith 44120

Grenville & Prescott

360 Dibble St. W.

P.O. Box 1299

Prescott K0E 1T0

613-925-5906

If long distance ask Operator
for Zenith 44120

Renfrew

170 Renfrew Ave. W.

Renfrew K7V 2Y6

613-432-3679

Sarnia

211 S. Eastland Bldg.

242A Indian Rd. S.

Sarnia N7T 3W4

519-344-0728

Algoma District

464 Albert St. E.

P.O. Box 445

Sault Ste. Marie P6A 2S8

705-254-7166

If long distance ask Operator
for Zenith 44120

Haldimand-Norfolk Regional

1 Oak St.

Simcoe N3Y 3J4

519-426-7792

If long distance ask Operator
for Zenith 44120

Smiths Falls

1 Abel St.

P.O. Box 848

Smiths Falls K7A 4W7

613-283-2555

North Niagara

71 King St.

P.O. Box 1207

St. Catharines L2R 7A7

416-682-9201

If long distance ask Operator
for Zenith 44120

Elgin & St. Thomas

348 Talbot St.

P.O. Box 158

St. Thomas N5P 3T7

519-631-4580

Perth & Stratford

413 Hibernia St.

Stratford N5A 5W2

519-271-5393

If long distance ask Operator
for Zenith 44120

Sudbury District

Duncan Bldg.
Ste. 302, 96 Larch St.

Sudbury P3E 1C1

705-674-8323

If long distance ask Operator
for Zenith 44120

Thunder Bay District

Intercity Plaza
862 Fort William Rd.

Thunder Bay P7B 3A5

807-345-3391

If long distance ask Operator
for Zenith 44120

Timmins

2nd Flr., Ste. 2
54 Wilson Ave.

Timmins P4N 2S6

705-264-5274

If long distance ask Operator
for Zenith 44120

Metropolitan Toronto

1320 Yonge St.

Toronto M4T 2W4

416-928-4800

Trenton

80 Division St., Ste. 16

Trenton K8V 5S5

613-394-3336

METRO TORONTO HOUSING AUTHORITY

1320 Yonge St.

Toronto M4T 2W4

416-928-4800

Housing Registry: 928-4810

Tenant Inquiry Board: 789-7901

Metro Toronto Housing Authority administers Ontario Housing Corporation's rent geared-to-income housing in Metropolitan Toronto through nine district offices listed below. Tenant applications are made to Housing Registry. Complaints should first be directed to on-site project managers. **Tenant Inquiry Board** operates a 24 hour maintenance service for after-hours maintenance problems. District offices are listed below.

232 Jamestown Cres.

Rexdale M9V 3M8

416-742-6401

(Etobicoke)

Central Niagara

266 Division St.

P.O. Box 727

Welland L3B 5R5

416-734-4548

If long distance ask Operator
for Zenith 44120

Durham Area

218 Dundas St. E.

Whitby L1N 2H8

416-668-7757

If long distance ask Operator
for Zenith 44120

Windsor

1400 Ouellette Ave.

P.O. Box 1330

Windsor N8X 4T4

519-254-1681

Oxford County

510 Ingersoll Ave.

P.O. Box 820

Woodstock N4S 4X9

519-539-4829

If long distance ask Operator
for Zenith 44120

MAH 50

3181 Eglinton Ave. E., Unit 111

Scarborough M1J 2G9

416-261-7102

(Scarborough South)

4630 Kingston Rd., Unit 8
West Hill M1E 4Z4
 416-281-2940
 (Scarborough North)

2743 Victoria Park Ave.
Scarborough M1T 1A8
 416-499-4510
 (North York East &
 Scarborough West)

33 Belshaw Place
Toronto M5A 3H6
 416-366-7851
 (Toronto Central)

90 Parma Court
Toronto M4A 1A6
 416-751-1037
 (East Central & East York)

275 Shuter St., Unit 108
Toronto M5A 1W4
 416-366-7768
 (West Central)

2105 Weston Rd.
Weston M9N 1X7
 416-247-5395
 (York & Etobicoke Central)

12 Flemington Rd.
Toronto M6A 2N4
 416-789-7581
 (North York West)

MAINTENANCE ENGINEERING

MAH 51

101 Bloor St. W., 13th Flr.
 Toronto M5S 1P8
 416-965-9098

Maintenance Engineering Branch advises the Ontario Housing Corporation (OHC) on maintenance matters and is responsible for the design, construction, modernization, and improvement of OHC rent-geared-to-income **buildings**.

OPERATIONAL PLANNING BR

MAH 52

101 Bloor St. W., 11th Flr.
 Toronto M5S 1P8
 416-965-9810

The Operational Planning Branch performs policy development and program evaluation with respect to public **housing** management, including community relations and **tenant** placement. Also administers appointments to local **housing authorities** and coordinates preparation and revision of management and training **manuals** and handbooks. Enquiries should be directed as follows: Placement policy for families, **senior citizens** and **disabled persons** (965-9810), Community Relations (965-9724), **Recreation Programs** (965-9912), Housing Authority Appointments (965-9912). Enquiries about the availability of assisted rental accommodation should be directed to the appropriate housing authority; for listing see Ministry of Municipal Affairs and Housing, Housing Operations Branch, MAH 49.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch. Housing authorities are listed under the Housing Operations Branch entry (MAH 49).

NIAGARA ESCARPMENT DEVELOPMENT CONTROL

MAH 53

3228 South Service Rd.
Burlington L7N 3H8
416-681-1555

The Niagara Escarpment Development Control Hearing Office in Burlington conducts hearings on appeals from decisions made by the **Niagara Escarpment Commission**.

ONTARIO LAND CORPORATION

MAH 54

60 Bloor St. W., 10th Flr.
Toronto M4W 3K7
416-965-2512

The Ontario Land Corporation (OLC) is the corporate vehicle for the Ministry's Land Development Wing, responsible for planning, financing, developing, managing and marketing all provincially-owned **land** acquired for residential, industrial and commercial development, including the new communities of Townsend in the City of Nanticoke, Region of Haldimand-Norfolk and Seaton, in the Town of Pickering within the Region of Durham.

ONTARIO MORTGAGE CORPORATION

MAH 55

60 Bloor St. W., 11th Flr.
Toronto M4W 3R8
416-965-9135

The Ontario Mortgage Corporation (OMC) administers the repayment of **mortgages** and leases committed originally under various Ministry lending programs and the **Ontario Rental Construction Loan Program (ORCL)**. OMC's Real Estate Department administers, leases and sells acquired properties.

ACTS

MAH 56

The following is a list of Acts administered by the Ministry of Municipal Affairs and Housing. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Barrie-Innisfil Annexation Act, 1981
Brantford-Brant Annexation Act, 1980
City of Cornwall Annexation Act, 1974
City of Gloucester Act
City of Hamilton Act
City of Hazeldean-March Act
City of Nepean Act
City of Port Colborne Act
City of Sudbury Hydro-Electric Service Act
City of Thorold Act
City of Thunder Bay Act
City of Timmins-Porcupine Act
City of Toronto Act
County of Oxford Act
District Municipality of Muskoka Act

District of Parry Sound Local Government Act
 Elderly Persons Housing Act
 Haliburton Act
 Housing Development Act
 International Bridges Municipal Payments Act, 1981
 Line Fences Act
 Local Improvement Act
 Ministry of Municipal Affairs and Housing Act, 1981
 Moosonee Development Area Board Act
 Municipal Act
 Municipal Affairs Act
 Municipal Arbitrations Act
 Municipal Boundary Negotiations Act, 1981
 Municipal Conflict of Interest Act
 Municipal Corporations Quieting Orders Act
 Municipal Elderly Residents' Assistance Act
 Municipal Elections Act
 Municipal Franchises Act
 Municipal Interest and Discount Rates Act, 1981
 Municipal Subsidies Adjustment Repeal Act
 Municipal Tax Assistance Act
 Municipal Unemployment Relief Act
 Municipal Works Assistance Act
 Municipality of Metropolitan Toronto Act
 Municipality of Shuniah Act, 1936
 North Pickering Development Corporation Act, 1974
 Ontario Housing Corporation Act
 Ontario Land Corporation Act
 Ontario Planning and Development Act
 Ontario Unconditional Grants Act
 Ontario Youth Employment Act
 Ottawa-Carleton Amalgamations and Elections Act, 1973
 Parkway Belt Planning and Development Act
 Planning Act
 Police Village of St. George Act
 Provincial Parks Municipal Tax Assistance Act
 Public Parks Act
 Public Utilities Act
 Public Utilities Corporations Act
 Regional Municipality of Durham Act
 Regional Municipality of Haldimand-Norfolk Act
 Regional Municipality of Halton Act
 Regional Municipality of Hamilton-Wentworth Act
 Regional Municipality of Niagara Act
 Regional Municipality of Ottawa-Carleton Act
 Regional Municipality of Ottawa-Carleton Land Acquisition Act, 1980
 Regional Municipality of Peel Act
 Regional Municipality of Sudbury Act
 Regional Municipality of Waterloo Act
 Regional Municipality of York Act

Road Access Act
Shoreline Property Assistance Act
Snow Roads and Fences Act
Statute Labour Act
Tax Sales Confirmation Act, 1974
Territorial Division Act
Tom Longboat Act, 1980
Toronto District Heating Corporation Act
Toronto Islands Act, 1981
Town of Wasaga Beach Act, 1973
Township of North Plantagenet Act, 1976
Wharfs and Harbours Act

MINISTRY OF NATURAL RESOURCES

99 Wellesley St. W.

Whitney Block,

Queen's Park, Toronto M7A 1W3

The Ministry of Natural Resources Act, 1972, effective as of April 1, 1972, created the new Ministry of Natural Resources by amalgamating the former Department of Lands and Forests and Department of Mines and Northern Affairs and repealed the provisions of a number of Acts on which the department depended for administrative authority. Effective October 30, 1973 the Act provides for the appointment of a Mining and Lands Commissioner and advisory committees.

The goal of the Ministry is to provide from Crown lands and waters, and to encourage on private lands and waters, a continuing combination of resource development, outdoor recreation and quality environment most consistent with the social and economic well-being of the people of Ontario.

DEPUTY MINISTER'S OFFICE

POLICY COORDINATION SECRETARIAT

MNR 1

99 Wellesley St. W.,

Whitney Block, Rm. 6540

Queen's Park, Toronto M7A 1W3

416-965-8422

The Secretariat provides staff support to the Deputy Minister and the Senior Management Committee of the Ministry. It ensures liaison with Cabinet, its committees and other ministries and provides the Ministry with policy advice, information and coordination services.

FIELD ORGANIZATION

FIELD ORGANIZATION

MNR 2

The Ministry of Natural Resources is organized functionally and geographically so that the operational decision-making is as close as possible to the program delivery level. For administrative purposes, Ontario is divided into eight regions and 47 districts. The district managers, regional directors and two field assistant deputy ministers serve the public and local area interests in implementing the programs of the Land Management, Outdoor Recreation and Resources Products Divisions of the Ministry (separately described). These programs cover the harvesting of Crown timber, minerals, fish and wildlife, forest management, public lands and waters.

The main thrust of program delivery is in the Ministry's district offices where the management and use of natural resources takes place with consideration for local requirements. District managers and staff are responsible for the preparation of local program strategies (e.g., land use planning) and for the integration of individual resource plans that are consistent with the district strategy. Each district manager is responsible to the appropriate regional director for all activities assigned to the district.

Each regional office is organized into functional units headed by specialists responsible for providing advice and support to the districts. In some instances, such as conservation

authorities, mineral management, engineering and administrative services, the regional office is also the delivery point for Ministry programs.

The principal role of the regional director and staff is to direct and coordinate the work of the districts by establishing regional priorities and allocating appropriate resources to meet these; by establishing program standards and auditing to ensure that the standards are met; by developing training programs and ensuring that they are implemented; and by providing specialized advice and support services. In addition, the regional director and staff recommend annual work plans to the main office and identify areas where policy is required or needs to be modified.

The two field assistant deputy ministers are responsible for program management, coordination of policy and delivery of services across Northern and Southern Ontario. They convey the opinions of field staff to the Deputy Minister through their membership on senior management committees.

For the locations of regional, district and other offices, see the following entries; Field Organization—Northern Ontario, MNR 3 and Field Organization—Southern Ontario, MNR 5.

FIELD ORGANIZATION—NORTHERN ONTARIO ASSISTANT DEPUTY MINISTER

MNR 3

Ontario Government Bldg.

435 James St. S., P.O. Box 5000

Thunder Bay P7C 5G6

807-475-1271

(When in Toronto: Rm. 6346, Whitney Block

416-965-7783)

The four northern regional directors and the Aviation and Fire Management Centre director report to the Assistant Deputy Minister of Northern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, **fisheries** assessment units and **nurseries** reporting to it. Residents outside an office's toll-free calling area are advised to consult the blue pages of their public telephone directory for the toll-free long distance telephone number.

NORTH CENTRAL REGION

Regional Office

Ontario Government Building

435 James St. S., P.O. Box 5000

Thunder Bay 'F' P7C 5G6

807-475-1261

Box 640

Geraldton P0T 1M0

807-854-1030

Box 970

Nipigon P0T 2J0

807-887-2120

District Offices

108 Saturn Ave.

Atikokan P0T 1C0

807-597-6971

P.O. Box 280

Terrace Bay P0T 2W0

807-825-3205

Ontario Government Building

435 James St. S., P.O. Box 5000

Thunder Bay 'F' P7C 5G6

807-475-1511

Year Round Work Centres

Armstrong Satellite Base

P.O. Box 69

Armstrong P0T 1A0

807-583-2364

(Nipigon District)

Fisheries Research

Productivity Unit

Spruce River Rd., P.O. Box 2089

Thunder Bay P7B 5E7

807-683-6232

Fisheries Research Walleye Unit

Ontario Government Bldg.

435 James St. S.

Thunder Bay P7B 5B7

807-475-1636

Forest Research Station

Dawson Rd., P.O. Box 2960

Thunder Bay P7B 5G5

807-767-1607

Geraldton Fire Centre

P.O. Box 640

Geraldton P0T 1M0

807-854-1600

Nakina Office

23 Kingsland

Nakina P0T 2H0

807-329-5251

(Geraldton District)

Nym Lake Base

Atikokan P0T 1C0

807-597-2733

(Atikokan District)

Macdiarmid Satellite Base

P.O. Box 120

Beardmore P0T 1G0

807-885-5521

(Nipigon District)

Manitouawadge

Box 309

Manitouawadge P0T 2C0

807-826-3225

(Terrace Bay District)

Regional Fire Centre

1580 Arthur St. W.

Thunder Bay P7E 5S1

807-475-1405

Shebandowan Headquarters

P.O. Box 43

Shebandowan P0T 2T0

807-926-2182

(Thunder Bay District)

Thunder Bay District Fire Centre

P.O. Box 5000

1580 West Arthur St.

Thunder Bay P7E 5S1

807-475-1415

Thunder Bay Service Centre

P.O. Box 1580

West Arthur St.

Thunder Bay P7E 5S1

807-475-1645

Upsala Headquarters

Upsala P0T 2Y0

807-986-2339

(Thunder Bay District)

Fisheries Assessment Unit

Lake Superior

P.O. Box 5000

Thunder Bay P7C 5G6

807-475-1635

Fish Culture Station

Dorion

Dorion P0T 1K0

807-857-2322

(Thunder Bay Region)

Nurseries

Thunder Bay Nursery
 Thunder Bay Forest Station
 R. R. 1
Thunder Bay P7C 4T9
 807-577-6409

NORTHEASTERN REGION

Regional Office
 Provincial Government Bldg.
 199 Larch St.
Sudbury P3E 5P9
 705-675-4120

Mining Recorder's Office
 75 Elgin St.
Sault Ste. Marie P6A 2Y4
 705-254-6884

Forest Research
 1219 Queen St. E.
Sault Ste. Marie P6A 5M7
 705-949-9461

Fisheries Research South Baymouth
 R. R. 1
Tehkummah P0P 2C0
 705-859-3137

Fisheries Research Lake Superior
Sault Ste. Marie P6A 2B4
 705-942-1411

Regional Geologist's Office
 875 Queen St. E.
Sault Ste. Marie P6A 2B4
 705-942-1414

Resident Geologist's Office
 1112 Kingsway
Sudbury P3B 2E5
 705-566-2580

District Offices

62 Queen St., Box 190
Blind River P0R 1B0
 705-356-2234

Box 1340
Espanola P0P 1C0
 705-869-1330

Box 3070
North Bay P1B 8K7
 705-474-5550

69 Church St., Box 130
Sault Ste. Marie P6A 5L5
 705-949-1231

P.O. Box 3500, Station 'A'
Sudbury P3A 4S2
 705-522-7823

Box 38
Temagami P0H 2H0
 705-569-3622

Timiskaming Testing Laboratory
Cobalt P0J 1C0
 705-679-8313

22 Mission Rd., Box 1160
Wawa P0S 1K0
 705-856-2396

Year Round Work Centres

Cold Storage Warehouse
 P.O. Box 1160, Hwy 101
Wawa P0S 1K0
 705-856-7041

Kirkwood Office
 P.O. Box 310
Thessalon P0R 1L0
 705-842-2434
 (Blind River District)

Operations Base
 P.O. Box 1160, Mine Rd.
Wawa P0S 1K0
 705-856-2396

Powassan

Box 208

Powassan P0H 1Z0

705-724-2007

(North Bay District)

Tarentorus Trout Rearing Station

69 Church St., Box 130

Sault Ste. Marie P6A 5L5

705-253-8953

Trout Mills

Box 3070

North Bay P1B 8K7

705-472-9550

Fisheries Assessment Unit

Nipissing

222 McIntyre St. W.

North Bay P1B 8K7

705-474-5550

Fish Culture Stations

North Bay

R. R. 1

Redbridge P0H 2A0

705-663-2311

Sandfield

Box 10, R. R. 3

Manitoulin Island P0P 2C0

705-859-3370

(Espanola District)

Tarentorus

R. R. 4

Sault Ste. Marie P6A 5K9

705-253-8953

Nurseries

Kirkwood Nursery

Box 310

Thessalon P0R 1L0

705-842-2345

NORTHERN REGION

Regional Office

140 Fourth Ave., Box 3000

Cochrane P0L 1C0

705-272-4287

Regional Sub-Office

60 Wilson Ave.

Timmins P4N 2S7

705-267-1401

District Offices

34 Birch St.

Chapleau P0M 1K0

705-864-1710

2 Third Ave., Box 730

Cochrane P0L 1C0

705-272-4365

Gogama P0M 1W0

705-894-2000

Box 670

Hearst P0L 1N0

705-362-4346

6 Government Rd.

Kapuskasing P5N 2W4

705-335-6191

Box 129

Swastika P0K 1T0

705-642-3222

(Kirkland Lake District)

Resident Geologist

4 Government Rd. E.

Kirkland Lake P2N 1A2

705-567-5242

Box 190

Moosonee P0L 1Y0

705-336-2987

896 Riverside Dr.

Timmins P4N 3W2

705-267-7951

Year Round Work Centres

Elk Lake Sub-Office
P.O. Box 100
Elk Lake P0K 1J0
705-678-2241

Englehart Sub-Office
P.O. Box 320
Englehart P0J 1H0
705-544-2331

Hornepayne
P.O. Box 429
Hornepayne P0M 1Z0
807-868-2303
(Hearst District)

Matheson Sub-Office
P.O. Box 609
Matheson P0K 1N0
705-273-2546
(Kirkland Lake District)

Fish Culture Station

Hills Lake
R. R. 2
Englehart P0J 1H0
705-544-2834
(Kirkland Lake District)

Nurseries

Chapleau Nursery
34 Birch St.
Chapleau P0M 1K0
705-864-1717

Gogama Nursery
Gogama P0M 1W0
705-894-2000

Swastika Nursery
P.O. Box 129
Swastika P0K 1T0
705-642-3255

NORTHWESTERN REGION

Regional Office
808 Robertson St.
Box 5160
Kenora P9N 3X9
807-468-3111

District Offices

Box 3000
Dryden P8N 3B3
807-223-3341

922 Scott St.
Fort Frances P9A 1J4
807-274-5337

Box 448
Ignace P0T 1T0
807-934-2233

Box 5080
Kenora P9N 3X9
807-468-9841

Box 323
Red Lake P0V 2M0
807-727-2253

Resident Geologist
Box 860
Red Lake P0V 2M0
807-727-2252

Mining Recorder
P.O. Box 324
Red Lake P0V 2M0
807-727-2250

Box 309
Sioux Lookout P0V 2T0
807-737-1140

Resident Geologist
Box 1089
Sioux Lookout P0V 2T0
807-737-1291

Mining Recorder

P.O. Box 669

Sioux Lookout P0V 2T0

807-737-2100

Year Round Work Centres

Fort Frances Sub-Office

P.O. Box 7

Rainy River P0W 1L0

807-852-3801

(Fort Frances District)

Pickle Lake Satellite Base

Pickle Lake P0V 3A0

807-928-2470

(Sioux Lookout District)

Regional Service Centre

P.O. Box 850

Dryden P0V 2W0

807-937-4489

Sioux Lookout Fire Centre

Box 309

Sioux Lookout P0V 2T0

807-737-1140

Fisheries Assessment Unit

Lake of the Woods

808 Robertson St.

P.O. Box 5080

Kenora P9N 3X9

807-468-9841

Nursery

Wabigoon Nursery

P.O. Box 90

Wabigoon P0V 2W0

807-938-6326

AVIATION AND FIRE MANAGEMENT CENTRE

55 Church St., P.O. Box 310

Sault Ste. Marie P6A 5L8

705-942-1800

MNR 4

Operates and maintains the provincial fleet of **aircraft** for **forest fire** suppression, resources management, aerial **surveys**, aerial **photographs**, mercy flights, search and rescue missions and transportation. Organizes fire management planning. Conducts provincial fire control operations, **research** and development of forest fire equipment and systems, and forest fire training and prevention. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control. Manages a provincial **telecommunications** network consisting of radios for forest fire fighting operations and aircraft communications. Organizes **research** and development of telecommunications equipment and systems. Each regional office has a telecommunications supervisor working in conjunction with this office. The centre has a flight operations office in Malton (P.O. Box 189, Mississauga L4T 3B6, 416-678-1173).

FIELD ORGANIZATION—SOUTHERN ONTARIO

ASSISTANT DEPUTY MINISTER

Maple L0J 1E0

416-832-2761

(When in Toronto: Rm. 6346, Whitney Block

416-965-7783)

MNR 5

The four southern regional directors report to the Assistant Deputy Minister of Southern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, **fisheries** assessment units and **nurseries** reporting to it. The Petroleum Resources Program, described in a separate entry, is administered by the Southwestern Re-

gional Office. Residents outside an office's toll-free calling area are advised to consult the blue pages of their public telephone directory for the toll-free long distance telephone number.

ALGONQUIN REGION

Regional Office

Brendale Square, Box 9000

Huntsville P0A 1K0

705-789-9611

Leslie M. Frost

Natural Resources Centre

Dorset P0A 1E0

705-766-2451

Construction Depot Huntsville

Box 1119

Huntsville P0A 1K0

705-789-4471

District Offices

Box 219

Whitney K0J 2M0

705-637-2780

(Algonquin Park District)

Box 500

Bancroft K0L 1C0

513-332-3940

(Bancroft District)

Box 1138

Bracebridge P0B 1C0

705-645-5244

(Bracebridge District)

General Delivery

Minden K0M 2K0

705-286-1521

(Minden District)

Miller St.

Parry Sound P2A 1S8

705-746-4201

(Parry Sound District)

Riverside Dr., Box 220

Pembroke K8A 6X4

613-732-3661

(Pembroke District)

Year Round Work Centres

Achray

Box 820

Pembroke K8A 6X4

613-584-2420

(Algonquin Park District)

Algonquin Park Museum

Box 219

Whitney K0J 2M0

705-633-5592

(Algonquin Park District)

Dacre

Dacre K0J 1N0

613-649-2418

(Pembroke District)

Gooderham

Box 29

Gooderham K0M 1R0

705-447-2151

(Minden District)

Palmer Rapids

Palmer Rapids K0J 2E0

613-758-2020

(Pembroke District)

Parry Sound

7 Bay St.

Parry Sound P2A 1S4

705-746-4201

(Parry Sound District)

Portage Lake

Site 5, Box 4, R. R. 1

Britt P0G 1A0

705-383-2317

(Parry Sound District)

Round Lake

R. R. 5

Killaloe K0J 2A0

613-757-2507

(Pembroke District)

Stonecliffe

Stonecliffe K0J 2K0

613-586-2253

(Algonquin Park District)

Fisheries Assessment Units

Algonquin

P.O. Box 219

Whitney K0J 2M0

705-637-2780

(Algonquin Park District)

Haliburton-Hastings

Box 500

Bancroft K0L 1C0

613-332-3940

Fish Culture Stations

Pembroke

Laurentian Dr.

Petawawa K8H 2Z1

613-687-5935

(Pembroke District)

Skeleton Lake

R. R. 1

Utterson P0B 1M0

705-769-3731

(Bracebridge District)

CENTRAL REGION

Regional Office

10670 Yonge St.

Richmond Hill L4C 3C9

416-884-9203

District Offices

Box 2186, Beaverville Rd.

Cambridge N3C 2W1

519-658-9356

(Cambridge District)

Midhurst L0L 1X0

705-728-2900

(Huron District)

Ontario Government Bldg.

322 Kent St. W.

Lindsay K9V 2Z9

705-324-6121

(Lindsay District)

General Delivery

Maple L0J 1E0

416-832-2761

(Maple District)

Hwy 20, Box 1070

Fonthill L0S 1E0

416-892-2656

(Niagara District)

Year Round Work Centres

Dufferin

R. R. 2

Lisle L0M 1M0

705-435-4247

(Huron District)

Ganaraska Forest

R. R. 2

Millbrook L0A 1G0

416-797-2959

(Lindsay District)

North Simcoe

Box 129

Coldwater L0K 1E0

705-835-2128

(Huron District)

Northumberland Forest

R. R. 4

Roseneath K0K 2X0

416-349-2779

(Lindsay District)

South Simcoe

Box 490

Angus L0M 1B0

705-525-5312

(Huron District)

Tiny/Wye Marsh

Wildlife Areas, Box 613

Midland L4R 4L3

705-526-6958

(Huron District)

Wildlife Compound

R. R. 2

Minesing L0L 1Y0

705-728-4382

(Huron District)

York Regional Forest Headquarters

R. R. 3

Stouffville L0H 1L0

416-473-2160

(Maple District)

Bass Lake Provincial Park

Box 607

Orillia L3V 6S1

705-326-7054

(Huron District)

(Camping & day use

Seasonal Conservation Officer

Headquarters year round)

Earl Rowe Provincial Park

Box 966

Alliston L0M 1A0

705-435-4331

(Huron District)

(Camping & day use

Seasonal Conservation Officer

Headquarters year round)

Bronte Creek Provincial Park

1219 Burloak Dr., R. R. 2

Burlington L7R 3X5

416-827-6911

(Cambridge District)

(Day use facilities)

Fisheries Assessment Units

Kawartha

322 Kent St. W.

Lindsay K9V 2Z9

705-324-6121

(Lindsay District)

Lake Ontario

10670 Yonge St.

Richmond Hill L4C 3C9

416-884-9203

Lake Simcoe

Sibbald's Point Provincial Park

R. R. 2

Sutton West L0E 1R0

416-722-5512

Fish Culture Station

Deer Lake

R. R. 1

Havelock K0L 1Z0

705-778-3391

(Lindsay District)

Nurseries

Midhurst Nursery

Midhurst L0L 1X0

705-728-6599

Orono Nursery

Orono L0B 1M0

416-983-9147

Ontario Tree Seed Plant

P.O. Box 70

Angus L0M 1B0

705-424-5311

EASTERN REGION

Regional Office
Provincial Government Bldg.
Concession Rd.
Kemptville K0G 1J0
613-258-3413

District Offices

101 Water St. W.
Brockville K6A 5Y8
613-342-8524
(Brockville District)

113 Amelia St., Box 1749
Cornwall K6H 5V7
613-933-1774
(Cornwall District)

10 Findlay Ave.
Carleton Place K7C 3Z6
613-257-5735
(Carleton Place District)

1 Richmond Blvd.
Napanee K7R 3S3
613-354-2173
(Napanee District)

Metcalf St.
Tweed K0K 3J0
613-478-2330
(Tweed District)

Year Round Work Centres

Alexandria Sub-Office
P.O. Box 444
Alexandria K0C 1A0
613-525-2443
(Cornwall District)

Glenora Research Station
R. R. 4
Picton K0K 2T0
613-476-2400
(Napanee District)

LaRose Forest Headquarters
P.O. Box 10
Bourget K0A 1E0
613-487-2100
(Cornwall District)

Limerick Headquarters
R. R. 2
Oxford Station K0G 1T0
613-258-3151
(Brockville District)

Tweed Warehouse and Fire Complex
Hungerford Rd.
Tweed K0K 3J0
613-478-2330
(Tweed District)

White Lake
R. R. 2
Sharbot Lake K0H 2P0
613-335-2115
(Tweed District)

Fish Culture Stations

Codrington K0K 1R0
613-475-2512
(Napanee District)

Westport K0G 1X0
613-273-2106
(Brockville District)

Nurseries

Kemptville Nursery
Kemptville K0G 1J0
613-238-7326

SOUTHWESTERN REGION

Regional Office
1106 Dearness Dr.
London N6E 1N9
519-681-5350

District Offices

353 Talbot St. W., Box 940

Aylmer N5H 2S8

519-773-9241

(Aylmer District)

Kent County Municipal Bldg.

435 Grand Ave. W., Box 1168

Chatham N7M 5L8

519-354-7340

(Chatham District)

611-9th Ave. E.

Owen Sound N4K 3E4

519-376-3860

(Owen Sound District)

645 Norfolk St. N.

Simcoe N3Y 3R2

519-426-7650

(Simcoe District)

R. R. 5

Wingham N0G 2W0

519-357-3131

(Wingham District)

Year Round Work Centres

Fisheries Research Station

R. R. 2

Wheatley N0P 2P0

519-825-4171

(Chatham District)

Hullett Wildlife Management Area

R. R. 4

Clinton N0M 1L0

519-482-7011

(Wingham District)

Kilworth Division Office

R. R. 3

London N6A 4B7

519-472-0820

(Aylmer District)

Lake Erie Assessment

Sub Station

Box 429

Port Dover N0A 1N0

519-583-2121

(Simcoe District)

Petroleum Resources Laboratory

458 Central Ave.

London N6B 2E5

519-433-8431

Petrolia Detachment Office

P.O. Box 1379, 4229 Petrolia St.

Petrolia N0N 1R0

519-882-0502

(Chatham District)

Tilbury Detachment Office

P.O. Box 777

Tilbury N0P 2L0

519-682-0790

(Chatham District)

Fish Culture Stations

Chatsworth

R. R. 2

Chatsworth N0H 1G0

519-794-2340

(Owen Sound District)

Normandale

R. R. 1

Vittoria N0E 1W0

519-426-3142

(Simcoe District)

Warton

Box 242

Warton N0H 2T0

519-534-0770

(Owen Sound District)

Fisheries Assessment Units*Lake Erie*

R. R. 2

Wheatley NOP 2P0

519-825-4623

(Chatham District)

Lake Huron

611 Ninth Ave. E.

Owen Sound N4K 3E4

519-376-6531

(Owen Sound District)

Lake St. Clair

R. R. 2

Tilbury NOP 2L0

519-682-1152

Nurseries*St. Williams Nursery*

R. R. 1

St. Williams NOE 1P0

519-586-3576

PETROLEUM RESOURCES PROGRAM

MNR 6

1106 Dearness Dr.

London N6E 1N9

519-681-5350

The **Petroleum Resources Act** is administered by the Ministry's Southwestern Regional Office. This office regulates the day-to-day activities of the **oil** and **natural gas** industry both on land and offshore. Special emphasis is placed on **well safety**, **bonding** and **insurance**. Also issues **permits** to lease oil and gas rights, conduct geophysical and geochemical **surveys**, drill wells and operate drilling machinery and to produce oil and gas. For more information, contact any district office, listed under Ministry of Natural Resources Field Organization, MNR 3 or MNR 5.

ADMINISTRATION DIVISION**ADMINISTRATIVE SERVICES BR**

MNR 7

99 Wellesley St. W.

Whitney Block, Rm. 5528

Queen's Park, Toronto M7A 1W3

416-965-2711

Administrative Services Branch provides the purchasing of goods and services, supply management, printing, duplicating, word processing services, mail and telex services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration, Ministry directive manuals, etc.). Provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of facilities and purchasing of commonly used supplies. Provides data processing services, fleet management and insurance, customer services and other special services and functions (e.g. arranging functions, booking airline tickets, etc.).

The branch operates a **public service centre** which serves the public through these units: **Aerial Photo Unit** (965-1123) which provides aerial **photographs**; **Map Unit** (965-6511 and 965-1348) which provides topographical, geological and geographical **maps** including **canoe routes** and **mining publications**; **Hunting and Fishing Licences Sales** (965-6512). Hunting and fishing licences are also available from Ministry regional or district offices (listed under Ministry of Natural Resources Field Organization, MNR 3 or MNR 5) and

some sporting goods stores. The branch also provides information on **frog, turtle and snake** identification (965-5134).

AFFIRMATIVE ACTION PROGRAM

MNR 8

99 Wellesley St. W.

Whitney Block, Rm. 5441

Queen's Park, Toronto M7A 1W3

416-965-5663

The Affirmative Action Program Manager plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

COMMUNICATION SERVICES BR

MNR 9

99 Wellesley St. W.

Whitney Block, Rm. 5352

Queen's Park, Toronto M7A 1W3

416-965-2756

The Communication Services Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

LEGAL SERVICES BR

MNR 10

99 Wellesley St. W.

Whitney Block, Rm. 6420

Queen's Park, Toronto M7A 1W3

416-965-2748

Counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

PERSONNEL BR

MNR 11

99 Wellesley St. W.

Whitney Block, Rm. 4527

Queen's Park, Toronto M7A 1W3

416-965-2707

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, safety program, Workmen's Compensation, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The branch coordinates the Ministry's **youth employment** program which involves the hiring of qualified 17 year old persons as **junior rangers** (965-1258). It maintains the Ministry's personnel, payroll and employee benefit records. It also pro-

vides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). For personnel records call 965-3961; for seasonal employment inquiries call 965-1258. There are personnel officers in each of the Ministry's eight regional offices listed under this Ministry's Field Organization entries, MNR 3 or MNR 5.

FINANCE, PLANNING AND EVALUATION GROUP

FINANCIAL SERVICES BR

MNR 12

99 Wellesley St. W.

Whitney Block, Rm. 4324

Queen's Park, Toronto M7A 1W3

416-965-2761

Financial Services Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with the Provincial Auditor, and other government ministries and agencies. Besides the financial management and accounting functions, the branch is responsible for appropriations control, development of accounting and costing systems, financial and cost analyses and pre-audit controls and procedures. It prepares claims under federal-provincial agreements; controls collateral securities and collects, records and reports on revenue from **timber** operations, sales and leases of **Crown land, mining, pits and quarries** and provincial **parks** operations, **fish and wildlife licences** and sundry other cash receipts. For fish and wildlife (**hunting**) licences sale, see this Ministry's Administrative Services Branch or contact Ministry regional or district offices (listed under this Ministry's Field Organization entries, MNR 3 or MNR 5).

INTERNAL AUDIT SERVICES BR

MNR 13

99 Wellesley St. W.

Whitney Block, Rm. 4633

Queen's Park, Toronto M7A 1N3

416-965-4087

Internal Audit Services Branch is responsible for the Ministry's internal audit functions which include the review and appraisal of the Ministry financial and management control systems.

MANAGEMENT PLANNING AND ANALYSIS

MNR 14

99 Wellesley St. W.

Whitney Block, Rm. 6341

Queen's Park, Toronto M7A 1W3

416-965-4143

Initiates studies of the Ministry's management process, recommending changes to management organization, systems, procedures and practices and coordinates the implementation of projects to enhance management effectiveness.

FOREST RESOURCES GROUP

CHIEF FORESTER

MNR 15

99 Wellesley St. W.

Whitney Block, Rm. 3621

Queen's Park, Toronto M7A 1W3

416-965-3040

Develops forest policy directions. Advises the Minister and the Deputy Minister on current and proposed policy matters. Ensures the development of professional forest management practices.

CHIEF FOREST ECONOMIST

MNR 16

99 Wellesley St. W.

Whitney Block, Rm. 3630

Queen's Park, Toronto M7A 1W3

416-965-2785

Develops forest policy directions. Advises on financial and economic implications of current and proposed policy matters. Ensures the consideration of socio-economic and financial matters in forest management practices.

FOREST RESOURCES BR

MNR 17

99 Wellesley St. W.

Whitney Block, Rm. 3645

Queen's Park, Toronto M7A 1W3

416-965-2785

The branch develops policy, sets field program targets, provides specialized services to the field staff, audits field staff performance and develops standards for forest practice in Ontario. The branch also develops silvicultural guidelines, conducts research and development projects, coordinates the Tree Seed Program, the distribution of nursery stock for Crown and private lands, and administers grants mentioned below.

The branch provides specialized services to district offices for pest control, nursery soil management, municipal tree cutting by-laws, assessment of silvicultural work, equipment development, Woodland Improvement Act agreements, and special funding programs, such as those of the federal Department of Regional Economic Expansion (DREE).

The branch works with other branches in the Ministry and with other ministries to develop multiple use management policies aimed at providing a contribution to the economy by the forest based industries, consistent with sound environmental practices and with providing for other uses of the forest.

The delivery of Forest Resources programs is the responsibility of staff in the district offices, listed under this Ministry's Field Organization entries, MNR 3 or MNR 5.

In carrying out branch policy, field offices manage Crown forests to ensure regeneration, improve quality and growth and to protect them from fire, insects and disease. They take inventory of forest base, control harvesting and audit usage in Crown forests. They advise private landowners on tree planting, tending woodlots and marketing timber and provide them with direct forestry assistance under the Woodlands Improvement Act. They provide grants to municipalities for land acquisition, the lands to be managed by the Ministry. Field offices hold field days for the public on growing trees, maple syrup

production and forest management. Through a cooperative arrangement with the Ministry of Intergovernmental Affairs, annual **grants** are made to private forest owners to reduce **property tax** on their managed forests.

Inquiries about service to the public and delivery of programs on Crown lands should be directed to district offices, listed under this Ministry's Field Organization entries, MNR 3 or MNR 5.

ONTARIO FOREST RESEARCH CENTRE

MNR 18

Maple L0J 1E0

416-832-2761

The Ontario Forest Research Centre (OFRC) and four research stations listed below provide **silvicultural** scientific and technical knowledge and information to improve the management of **forests** in Ontario. The main **research** effort is biological and ecological rather than technological or economic and is aimed at the regeneration and improvement of forests.

Algonquin Forest Research

Unit of the OFRC

Box 190

Dorset P0A 1E0

705-766-2671

North Central Forest Research

Unit of the OFRC

P.O. Box 490

Sault Ste. Marie P6A 5M7

705-949-9461

Midhurst Forest Research

Unit of the OFRC

Midhurst L0L 1X0

705-726-7640

Northern Forest Research

Unit of the OFRC

P.O. Box 2960

Thunder Bay P7B 5G5

807-767-1607

TIMBER SALES BR

MNR 19

99 Wellesley St. W.

Whitney Block, Rm. 3545

Queen's Park, Toronto M7A 1W3

416-965-2731

Timber Sales Branch is responsible for the management of Ontario's **Crown land forests** and the disposition of its Crown **timber** resource. Activities include forest resources inventory (965-6914); forest management planning (965-7631); forest industry development (965-5760); Crown timber allocation and licensing (965-2731), i.e. **licences** to cut Crown timber and **licences** to forest industry mills; the measurement, or scaling of timber cut from Crown lands, i.e., **Scaler's Licences** (965-0378). For information or to apply for these licences, contact the telephone numbers listed or any regional or district offices listed under this Ministry's Field Organization entries, MNR 3 or MNR 5.

LANDS AND WATERS GROUP

CONSERVATION AUTHORITIES AND WATER
MANAGEMENT BR

MNR 20

99 Wellesley St. W.

Whitney Block, Rm. 5628

Queen's Park, Toronto M7A 1W3

416-965-6287

The branch encourages the **conservation**, development and utilization of **water** and related **land** resources by providing policy, procedural guidelines, funding, management and planning direction to 39 Conservation Authorities.

The Conservation Authorities are autonomous, corporate bodies established under the **Conservation Authorities Act** to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

Through the branch, **grants** are provided to Conservation Authorities to support resource management projects, e.g., **watershed** planning, **flood** control works such as **dams** and other non-structural types, **erosion** control projects and conservation and **recreation** and management (**reforestation**, **woodlot**, **fish** and **wildlife** management).

The branch also administers the **Lakes and Rivers Improvement Act** which regulates construction and operation of dams and diversions. In addition, special engineering, water management, **shoreline management** and **hydrologic research** studies to control **flood** and **erosion** are carried out. The branch also operates a **library**. Response to **flood emergencies** is a joint effort by a number of entities including the municipality concerned, the conservation authorities, the Ministry of Natural Resources' district offices and the police. To report a **flood emergency**, consult the blue pages of the local public telephone directory for the toll-free long distance telephone number.

The branch deals with the Conservation Authorities (CA's) through 5 Ministry of Natural Resources regional offices. These offices and the Authorities for which they are responsible, follow:

CENTRAL REGION

Regional Office

1670 Yonge St.

Richmond Hill L4C 3C9

416-884-9203

Hamilton Region CA

Box 99, 838 Mineral Springs Rd.

Brampton L9G 3L3

519-525-2181

Kawartha Valley CA

Box 1

Brampton L0M 1B0

416-424-1479

Grand River CA

Box 729, 400 Clyde Rd.

Cambridge N1R 5W6

519-621-2761

Metropolitan Toronto & Region CA

5 Shoreham Dr.

Downsview M3N 1S4

416-661-6600

Niagara Peninsula CA

Box 460

Fonthill L0S 1E0

416-892-2621

Kawartha Region CA
Box 819
Fenelon Falls K0M 1N0
705-887-3112

Credit Valley CA
Meadowvale L0J 1K0
416-451-1615

Halton Region CA
310 Main St.
Milton L9T 1P4
416-878-4131

South Lake Simcoe CA
Box 282, 120 Bayview Ave.
Newmarket L3Y 4X1
416-895-1281

Otonabee Region CA
727 Lansdowne St. W.
Peterborough K9J 1Z2
705-745-5791

Ganaraska Region CA
Box 328, 56 Queen St.
Port Hope L1A 3W4
416-885-6067

Central Lake Ontario CA
1650 Dundas St. E.
Whitby L1N 2K8
416-579-0411

EASTERN REGION

Regional Office
Government Bldg.
Van Buren St.
Kemptville K0G 1J0
613-258-3413

Moir River CA
217 North Front St.
Belleville K8P 3C3
613-968-3434

South Nation River CA
Box 118
Berwick K0C 1G0
613-984-2400

Mississippi Valley CA
Box 419
Carleton Place K7C 3P5
613-257-4272

Cataraqui Region CA
R. R. 1
Glenburnie K0H 1S0
613-546-9965

Rideau Valley CA
Box 599, Mill St.
Manotick K0A 2N0
613-692-3571

Crowe Valley CA
Box 416
Marmora K0K 2M0
613-472-3137

Raisin Region CA
Box 10
Martintown K0C 1S0
613-528-4584

Napanee Region CA
25 Ontario St. W.
Napanee K7R 3S6
613-354-3312

Prince Edward Region CA
Box 310
Picton K0K 2T0
613-476-2249

Lower Trent Region CA
441 Front St.
Trenton K8V 6C1
613-394-4829

NORTH CENTRAL REGION

Regional Office
435 James St. S.
Box 5000

Thunder Bay P7P 5G6
807-475-1264

Lakehead Region CA
Box 3476
Oliver Rd., Golf Links Rd.
Junot Extension
Thunder Bay P7B 5J9
807-344-5857/8/9/0

NORTHEASTERN REGION

Regional Office
174 Douglas St. W.
Sudbury P3E 1G1
705-673-1111

North Bay - Mattawa CA
Box 1215, 348 Fraser St.
North Bay P1B 3W7
705-474-5420

Sault Ste. Marie Region CA
99 Foster Dr., Civic Centre
Sault Ste. Marie P6A 5X6
705-949-9111

Nickel District CA
200 Brady St.
Sudbury P3E 5K3
705-674-5249

Mattagami Region CA
167 Wilson Ave.
Timmins P4N 2T2
705-264-5309

SOUTHWESTERN REGION

Regional Office
1106 Dearness Dr.
London N6E 1N9
519-681-5350

Catfish Creek CA
R. R. 5
Aylmer N5H 2R4
519-773-9605 (Mon. & Thurs.)

Lower Thames Valley CA
100 Thames St.
Chatham N7L 2Y8
519-354-7310

Essex Region CA
10 Talbot St. S.
Essex N8M 1A7
519-776-5209/0

Ausable Bayfield CA
Box 459
Exeter N0M 1S0
519-235-2610

Saugeen Valley CA
R. R. 1
Hanover N4N 3B8
519-364-1255

Upper Thames River CA
Box 6278, Station 'D'
London N5V 5S1
519-451-2800

North Grey Region CA
Box 759
Owen Sound N4K 5W9
519-376-3076

Sauble Valley CA
Box 759
Owen Sound N4K 5W9
519-376-3076

Kettle Creek CA
R. R. 8
St. Thomas N5P 3T3
519-631-1270

Long Point Region CA
Box 525
Simcoe N3Y 4N5
519-426-4623

St. Clair Region CA
205 Mill Pond Cres.
Strathroy N7G 3P9
519-245-3710

Maitland Valley CA
Box 5
Wroxeter N0G 2X0
519-335-3557 (Gorrie)

LAND MANAGEMENT BR REAL ESTATE SERVICES

MNR 21

99 Wellesley St. W.
Whitney Block, Rm. 6628
Queen's Park, Toronto M7A 1W3
416-965-2738

Real Estate Services Section purchases private **land** for Ministry needs and maintains a computerized **statistical** file of all properties. Provides guidance to the regional and district offices in carrying out effective interim property management of acquired lands until they are put into final use. This section is also responsible for real estate studies and **Crown land** evaluations to ensure fairness and consistency on a provincial basis. Regional and district offices are listed under this Ministry's Field Organization entries, MNR 3 or MNR 5.

LAND MANAGEMENT BR MINING LANDS

MNR 22

99 Wellesley St. W.
Whitney Block, Rm. 6451
Queen's Park, Toronto M7A 1W3
416-965-1380

Mining Lands Section develops methods and standards for management and protection of public lands for **mining** purposes; e.g. claim staking, **Exploratory Licences of Occupation**, permits for **sand** and **gravel** removals, assessment work, leases, etc.

The Province is divided into nine mining divisions and 47 districts that are involved with mining functions. These divisions and districts are under the direction of the Ministry's 8 Regional Directors. The Mining Recorders, who are in charge of the mining divisions are responsible for the administration of the **Mining Act** which involves the staking and recording of mining claims and performance of assessment work. The District Managers issue **quarry** permits under the Mining Act for the removal of sand and gravel. They also accept and investigate applications for **licences** to remove sand from beds, banks, beaches or water under the **Beach Protection Act**. These licences are issued by the Minister.

The Mining Recorders are located at the mining division offices listed below. For the 47 district offices and 8 regions, see this Ministry's Field Organization entries, MNR 3 or MNR 5.

808 Robertson St.
Box 5160
Kenora P9N 3X9
807-468-3111
(Kenora Mining Division)

4 Government Rd. E.
P.O. Box 984
Kirkland Lake P2N 1A2
705-567-9241
(Larder Lake Mining Division)

Ontario Government Building
Box 324
Red Lake P0V 2M0
807-727-2250
(Red Lake Mining Division)

75 Elgin St.
Box 669
Sault Ste. Marie P6A 2Y4
705-254-6884
(Sault Ste. Marie Mining Division)

P.O. Box 669
Sioux Lookout P0V 2T0
807-737-2100
(Patricia Mining Division)

199 Larch St.
Sudbury P3E 5P9
705-675-4125
(Sudbury Mining Division)

P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1311
(Thunder Bay Mining Division)

60 Wilson Ave.
Timmins P4N 2S7
705-267-1401
(Porcupine Mining Division)

Whitney Block, Rm. 1522
99 Wellesley St. W.
Toronto M7A 1W3
416-965-1322
(Eastern Ontario)

LAND MANAGEMENT BR PUBLIC LANDS

MNR 23

99 Wellesley St. W.
Whitney Block, Rm. 6449
Queen's Park, Toronto M7A 1W3
416-965-4507

The Public Lands Section administers the **Public Lands Act** which is the statutory authority for managing and disposing of rights in **Crown** (public) **lands**, and the **Beds of Navigable Waters Act**.

Public land management is the custodianship and protection of the 84% of Ontario that is Crown land outside of provincial parks. It involves controls on land uses and users, (e.g., use as **cottage lots**; shoreline use such as installation of **docks** and **boathouses**; commercial, residential and **agricultural** use); protecting land from adverse claims, littering and abuse; and, in **unorganized territories**, providing public garbage disposal facilities and controlling development on private lands.

Public land disposition is the granting of rights in Crown land to individuals or corporations for purposes such as cottaging, farming or for commercial or industrial uses. The Crown land needs of other ministries and governments are met through transfer of administration and control of the required sites.

A planning process precedes disposition of Crown lands - for example, **lake** planning is done before **cottage** lots are selected and developed.

Public land may be granted for short terms (by various types of leasehold) or permanently (by freehold grant).

The section gives direction to the 8 regions and 47 districts which comprise the Ministry's field organization, and also provides advice to the Minister and senior management on land-related matters.

LAND MANAGEMENT BR RESOURCE ACCESS

MNR 24

99 Wellesley St. W.
Whitney Block, Rm. 5606
Queen's Park, Toronto M7A 1W3
416-965-5735

The Ministry's Resource Access Activity involves the construction and maintenance of access **roads** and **bridges** to facilitate the management and utilization of the Province's natural resources on **Crown lands**, as well as provide access to Ministry facilities and Crown **cottage** subdivisions. For information about a specific road, contact the regional and district offices listed under this Ministry's Field Organization entries MNR 3 or MNR 5.

LAND MANAGEMENT BR TITLES

MNR 25

99 Wellesley St. W.
Whitney Block, Rm. 6621
Queen's Park, Toronto M7A 1W3
416-965-1319

The **Titles Section** issues Crown leases, **land patents** (Crown patents) and **licences** of occupation. Can give information (from the **Domesday Book**) on land that was formerly **Crown land**. Maintains acreage **tax** rolls; carries out forfeiture process for patented **mining** lands. All of this data is available at the main office. Coordinates inactive **mine** program which includes hazard identification, enforcement of **safety** requirements, **lien** placement and collection. For information contact the regional and district offices listed under this Ministry's Field Organization entries, MNR 3 or MNR 5.

LAND USE COORDINATION BR

MNR 26

99 Wellesley St. W.
Whitney Block, Rm. 3440
Queen's Park, Toronto M7A 1W3
416-965-2899

The branch establishes methods and procedures to coordinate planning for the use of **Crown land**. Participates in **land use planning** done by other ministries. Coordinates the preparation of **environmental assessments** for the Ministry subject to the **Environmental Assessment Act**, (965-5344). Coordinates the input to and review of plans of **municipalities** and other agencies relative to this Ministry's plans and programs. Coordinates the development and maintenance of the policy and planning systems for the Ministry's Lands and Waters Group. Field offices are responsible for the development and implementation of regional and district land use planning; input into and review of the land use planning of other agencies in both the public and the private sector; and the planning for and implementation of the Ministry's responsibilities under the **Environmental Assessment Act**. Regional and district offices are listed under this Ministry's Field Organization entries, MNR 3 or MNR 5.

OFFICE OF INDIAN RESOURCE POLICY

MNR 27

99 Wellesley St. W.
Whitney Block, Rm. 6625
Queen's Park, Toronto M7A 1W3
416-965-6045

The office researches and responds to specific Indian land claims and problems. Keeps

the Ministry aware of the possible extent of future **land** claims. Develops Ministry positions and prepares recommendations to Cabinet. Does **research** in consultation with other ministries, the federal government, **Indian Band Councils** and **Native peoples** associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved. Coordinates and/or initiates Ministry policy development that has a significant impact on Native peoples, i.e. wild rice, **hunting** and **fishing** treaty rights, **Crown land** allocation, etc.

SURVEYS AND MAPPING BR

MNR 28

99 Wellesley St. W.

Whitney Block, Rm. 6602

Queen's Park, Toronto M7A 1W3

416-965-6225

The Surveys and Mapping Branch provides topographic and cadastral descriptions of Ontario's land base. It furnishes cartographic, drafting, and legal **survey** services to the Ministry, and geographical referencing, geographic nomenclature, (place **names**), **remote sensing** and topographic **mapping** services to the government. The branch director is the **Surveyor General of Ontario**. Branch programs are described individually under the Surveys and Mapping Branch entries that follow. Maps are distributed by the Ministry's Public Service Centre, Administrative Services Branch, 965-6511; district offices, listed under this Ministry's Field Organization entries, MNR 3 or MNR 5, can provide information.

SURVEYS AND MAPPING BR MAPPING SERVICES

MNR 29

99 Wellesley St. W.

Whitney Block, Rm. 2624

Queen's Park, Toronto M7A 1W3

416-965-4941

Surveys and Mapping Branch, Mapping Services provides information and liaison on Government **mapping** programs and services. It coordinates policy and priorities for Ministry wide cartographic and drafting services and government wide Ontario Basic Mapping and Regional Priority Mapping programs. It also furnishes government wide geographic nomenclature (place **names**) services.

The Basic Mapping Section (965-1208) operates the government wide Ontario Basic Mapping and Regional Priority programs of topographic mapping designed to **map** Ontario by 1992 and to provide a common base for **geographical referenced** information. Handles contracts with industry for area topographic mapping and with municipalities for urban topographic mapping.

The Cartography Section (965-4743) prepares the Ministry's coloured thematic **maps** including territorial, **parks**, **hunting** and **fishing** maps, **geological** maps, coloured brochures and graphics, and Ontario's **electoral district** maps.

The Drafting Section (965-7108) prepares the Ministry's **land** status index plans (T plans, i.e., **township** or area plans and M plans, i.e., showing **mining** rights, staking claims) and furnishes drafting services to the Ministry's groups and branches.

The Nomenclature Section (965-6515) maintains official record of **geographical names** of features such as natural lakes, rivers, islands and unincorporated populated places in On-

tario, and provides administrative support to **Ontario Geographic Names Board**. It conducts toponymic **surveys** throughout Ontario and furnishes nomenclature information to government agencies and the public.

The Ontario Geographic Names Board (416-755-1141) advises the Minister of Natural Resources on official **names** that should be applied to **geographical** features and unincorporated populated places in Ontario.

SURVEYS AND MAPPING BR REMOTE SENSING

MNR 30

880 Bay St., 3rd Flr.

Toronto M5S 1Z8

416-965-8411

Ontario Centre for Remote Sensing (OCRS) conducts applied **research** projects and thematic mapping programs for the Province related to such fields as forestry, geology and land use planning, through the analysis of airborne and spaceborne **remote sensing data** (e.g., aerial photography, thermography and radar data, and satellite multispectral imagery). The centre maintains a collection of **LANDSAT satellite imagery** for Ontario and a literature library, both of which may be used by the public at OCRS headquarters. Under a comprehensive technology transfer program, the centre offers information on remote sensing and consultation on remote sensing research or application projects to government organizations, private companies and universities/colleges. Remote sensing training courses are given to provide 'hands-on' experience in the use of a range of remote sensing data. Guest lecturers and other forms of assistance in the teaching of remote sensing are provided to universities.

SURVEYS AND MAPPING BR SURVEYING SERVICES

MNR 31

99 Wellesley St. W.

Whitney Block, 6th Flr.

Queen's Park, Toronto M7A 1W3

416-965-4538

The Surveys and Mapping Branch, Surveying Services provides information and liaison on surveying and **geographical referencing** services. Coordinates policy, priorities and development of Ministry-wide control **surveys** and legal surveys activities, and government-wide geographical referencing activities.

The Geographical Referencing Section (965-4538) undertakes **research** and development of **geographical referencing** concepts and standards; carries out studies in automated **cartography** and associated digital information systems; collects and correlates control survey network data for input to the provincial horizontal control data bank (COSINE); maintains the multi-purpose adjustment and analysis program (MANOR); installs precise calibration base lines; publishes specifications and guidelines for horizontal control **surveys**.

The Survey Section (965-2714) appoints and instructs surveyors to make municipal **surveys** and Crown re-surveys under the **Surveys Act**; examines plans, conducts public hearings and confirms disputed or lost lines, **boundaries** or corners; examines plans of survey for alienation of **Crown land**; maintains custody of plans and field notes of original Crown surveys (a **library** at Rm. 6645, Whitney Block, Queen's Park, is open to the public) and provides expertise on their interpretation. Administers agreements for the performance of coordinate surveys; undertakes legal surveys for the Ministry. Under the

Surveys Act, **financial assistance** (25% or a maximum \$5,000 per survey in any one year) is provided to **municipalities** undertaking a municipal survey.

MINERAL RESOURCES GROUP

MINERAL RESOURCES BR

MNR 32

99 Wellesley St. W.

Whitney Block, 4th Flr.

Queen's Park, Toronto M7A 1W3

416-965-1559

The branch develops and administers **mineral** resources policies. Maintains **statistics** on mineral economics (965-1016) and determines availability of resources such as **metals**, industrial minerals and nonmetals. Issues precious metals **refinery licences**. The branch administers the **Pits and Quarries Control Act** (965-3127) and Section 104 of the **Mining Act**. Contact district offices listed under this Ministry's Field Organization entries, MNR 3 or MNR 5.

The Mine Tax Assessment Section (965-1062) issues annual **assessment (tax)** notices to Ontario **mining** companies on the basis of profit. Administers the **Mining Tax Act**.

ONTARIO GEOLOGICAL SURVEY

MNR 33

77 Grenville St., 11th Flr.

Toronto M5S 1B3

416-965-0190

Provides information on the **geology** and **mineral** resources of Ontario to encourage mineral resource exploration, to provide a basis for **land-use planning**, and to aid in the development of non-renewable resource policies. Activities include geological, geophysical, and geochemical **surveys**; mineral deposit studies; geochronology studies; development of new exploration techniques; and presentation of classes and lectures on minerals and **rocks**. The **Geoscience Laboratories** (965-1337), provide identification, chemical analyses, and assays of mineral, rock, and ore samples. The branch administers the **Geoscience Research Grants Program** (965-1546) to aid geoscience research at Ontario universities, and the **Exploration Technology Development Fund** (965-1546) to promote research and development with Ontario mineral exploration companies.

The Mines **Library** (965-1352) serves Ministry staff, the mining industry, and the general public (by special arrangement) but offers reference service only. The library contains publications on **geology**, **mining**, and **mineral** resources. Its holdings include reports of the Ontario Department of Mines from 1891, the Geological Survey of Canada from 1845, other provincial Departments of Mines, the United States Geological Survey, and selected material on geochemistry, geophysics, and areal geology for Precambrian regions of the world. Special indexes, bibliographies, and abstracts enable users to research most earth science topics. The library subscribes to over 200 journals and newspapers and has a large collection of geological and aeromagnetic **maps** of Ontario. Photocopies are provided at a nominal charge.

The **Assessment Files Research Office** (965-6139) provides access to exploration reports and drill-hole logs, mineral deposit data and a computer based geoscience index.

Geological Field Offices administered by the Ministry's Regional Offices provide local consultative services to government, industry, and the public on the geology and mineral

deposits of their region. A regional library of published and unpublished geoscience information is maintained in each office, including reports of the Ontario Geological Survey and Mineral Resources Branch, reports of other government agencies, records of exploration activity submitted for assessment work credit, company prospectuses, and reports from the files of the Ontario Securities Commission. There are fifteen geological field offices throughout the Province:

Box 500
Bancroft K0L 1C0
613-332-3940

Box 230
Presley St.
Cobalt P0J 1C0
705-679-8558

Brendale Square
Huntsville P0A 1K0
705-789-9611

South Boundary Rd.
Kemptville K0G 1J0
613-258-3413

Doner Block, 2nd Flr.
154 Main St. S.
Kenora P9N 3C8
807-468-3111

4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-5242

458 Central Ave.
London N6B 2E5
519-433-8431

Box 860
Red Lake P0V 2M0
807-727-2252

10670 Yonge St.
Richmond Hill L4C 3C9
416-884-9203

69 Church St.
Sault Ste. Marie P6A 5L5
705-942-1414

Box 1089
Sioux Lookout P0V 2T0
807-737-1291

199 Larch St., 10th Flr.
Sudbury P3E 5P9
705-675-4128

435 James St. S.
Thunder Bay P7C 5G6
807-475-1331

60 Wilson Ave.
Timmins P4N 3W2
705-267-1401

255 Metcalf St.
Tweed K0K 3J0
613-478-2330

OUTDOOR RECREATION GROUP

FISHERIES BR
99 Wellesley St. W.
Whitney Block, 2nd Flr.
Queen's Park, Toronto M7A 1W3
416-965-7883

MNR 34

Fisheries Branch coordinates **fisheries** regulations across the Province through preparation, interpretation and legislation. Main office provides support and guidance to regional and district offices by providing: expertise in biology, sociology, economics, computerized data, legislation and administration as it relates to fisheries management;

special services such as program evaluation, priority setting and policy formulation; planning, programming and auditing provincial **fish** culture operations to meet the need for resource management and recreational fishing. Also assigns production targets and distribution schedules for provincial hatcheries and develops and implements the policy that affects fish habitat and its management.

Regional offices are responsible for coordinating and implementing Ministry programs assigned to that region which are to be delivered through the Ministry field organization. The offices set regional priorities and allocate resources in accordance with approved policies and programs and provide support services and management information for the districts.

District offices are responsible for fisheries program delivery and the enforcement of legislation. They recommend changes in policies, programs or standards. The district offices provide information on hatcheries and sanctuaries, farm ponds, **permits** and special **licences**, **fishing** conditions and regulations, open seasons, fish identification and conservation. For a listing of regional and district offices, fish assessment units and fish culture centres, see this Ministry's Field Organization entries, MNR 3 or MNR 5. The Fisheries Research Stations are also listed there under Year Round Work Centres.

NATURAL RESOURCES LIBRARY

MNR 35

99 Wellesley St. W.

Whitney Block, 4th Flr.

Queen's Park, Toronto M7A 1W3

416-965-6319

The Natural Resources **Library** at Queen's Park and the **Research Library** in Maple (416-832-2761) are part of the Outdoor Recreation Group. They serve Ministry staff, other libraries, and members of the public working on special projects concerning those resources for which material is not available elsewhere. The public may use material for reference only. The library operates the Ministry **reading room** to provide public access to all publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

PROVINCIAL PARKS AND RECREATIONAL AREAS BR

MNR 36

99 Wellesley St. W.

Whitney Block, 3rd Flr.

Queen's Park, Toronto M7A 1W3

416-965-2745

Provincial Parks and Recreational Areas Branch manages provincial **parks**, **canoe** routes, **water** access points, **snowmobile** trails, **waterfowl hunting** areas. Also manages park **campgrounds**, trails and concessions. Cooperates with federal government and municipalities in planning parks and provides **financial assistance** to municipalities for park development. Develops and coordinates provincial parks planning and other public **recreation** facilities. Assists other government and private agencies with related planning. **Films** on provincial parks are available. **Provincial parks information** and films can be obtained from the Ministry's regional and district offices or by writing to this branch. In Toronto call 965-3081 for parks information, and 967-0427 for park vacancy reports in the summer. Residents outside a district office's toll-free calling area can consult the blue

pages of their public telephone directory for the toll-free long distance telephone number.

Listed alphabetically below are provincial parks and the corresponding district offices and telephone numbers. See this Ministry's Field Organization entries, MNR 3 or MNR 5, for the full addresses of the regional and district offices.

Aaron
807-223-3341
(Dryden District)

Algonquin
705-637-2780
(Algonquin Park District)

Antoine
705-474-5550
(North Bay District)

Arrowhead
705-645-5244
(Bracebridge District)

Awenda
705-728-2900
(Huron District)

Balsam Lake
705-324-6121
(Lindsay District)

Bass Lake
705-728-2900
(Huron District)

Batchawana Bay
705-949-1231
(Sault Ste. Marie District)

Blue Lake
807-223-3341
(Dryden District)

Bon Echo
613-478-2330
(Tweed District)

Bonnechere
613-732-3661
(Pembroke District)

Bronte Creek
519-658-9356
(Cambridge District)

Caliper Lake
807-274-5337
(Fort Frances District)

Carillon
613-933-1774
(Cornwall District)

Carson Lake
613-732-3661
(Pembroke District)

Charleston Lake
613-342-8524
(Brockville District)

Chutes
705-869-1330
(Espanola District)

Craiglieth
519-376-3860
(Owen Sound District)

Cyprus Lake
519-376-3860
(Owen Sound District)

Darlington
705-324-6121
(Lindsay District)

Devil's Glen
705-728-2900
(Huron District)

Driftwood
705-637-2780
(Algonquin Park District)

Earl Rowe
705-728-2900
(Huron District)

East Sister Island
519-354-7340
(Chatham District)

Emily
705-324-6121
(Lindsay District)

Esker Lakes
705-642-3222
(Kirkland Lake District)

Fairbank
705-522-7823
(Sudbury District)

Fathom Five
519-376-3860
(Owen Sound District)

Ferris
613-354-2173
(Napane District)

Finlayson Point
705-569-3622
(Temagami District)

Fitzroy
613-259-2942
(Carleton Place)

Five Mile Lake
705-864-1710
(Chapleau District)

Frontenac Park
613-354-2173
(Napane District)

Fushimi Lake
705-362-4346
(Hearst District)

Gibson River Nature Reserve
705-728-2900
(Huron District)

Greenwater
705-272-4365
(Cochrane District)

Grundy Lake
705-746-4201
(Parry Sound District)

Halfway Lake
705-522-7823
(Sudbury District)

Holiday Beach
519-354-7340
(Chatham District)

Inverhuron
519-376-3860
(Owen Sound District)

Inwood
807-475-1511
(Thunder Bay District)

Ipperwash
519-354-7340
(Chatham District)

Iroquois Beach
519-773-9241
(Aylmer District)

Ivanhoe
705-864-1710
(Chapleau District)

John E. Pearce
519-773-9241
(Aylmer District)

Kakabeka Falls
807-475-1501
(Thunder Bay District)

Kap-kig-iwan
705-642-3222
(Kirkland Lake District)

Kettle Lakes
705-267-7951
(Timmins District)

Killarney
705-522-7823
(Sudbury District)

Killbear
705-746-4201
(Parry Sound District)

Klotz Lake
807-854-1030
(Geraldton District)

Lake Nipigon
807-887-2120
(Nipigon District)

Lake of the Woods
807-274-5337
(Fort Frances District)

Lake on the Mountain
613-354-2173
(Napanee District)

Lake St. Peter
613-332-3940
(Bancroft District)

Lake Superior
705-856-2396
(Wawa District)

Lady Evelyn
705-569-3622
(Temagami District)

Long Point
519-426-7650
(Simcoe District)

MacGregor Point
519-376-3860
(Owen Sound District)

MacLeod
807-854-1030
(Geraldton District)

Mara
705-728-2900
(Huron District)

Mark S. Burnham
705-324-6121
(Lindsay District)

Marten River
705-474-5550
(North Bay District)

Matawatchan Nature Reserve
613-732-3661
(Pembroke District)

Mattawa River
705-474-5550
(North Bay District)

McRae Point
705-728-2900
(Huron District)

Middle Falls
807-475-1501
(Thunder Bay District)

Mikisew
705-645-5244
(Bracebridge District)

Missinaibi
705-864-1710
(Chapleau District)

Mississagi
705-356-2234
(Blind River District)

Murphy's Point Park
613-259-2942
(Carleton Place)

Nagagamisis
705-362-4346
(Hearst District)

Ney's
807-825-3205
(Terrace Bay District)

North Beach
613-354-2173
(Napane District)

Oastler Lake
705-746-4201
(Parry Sound District)

Obatanga
705-856-2396
(Wawa District)

Ojibway
807-737-1140
(Sioux Lookout District)

Ojibway Prairie Nature Reserve
613-354-7340
(Chatham District)

Ouimet Canyon
807-475-1501
(Thunder Bay District)

Pakwash
807-727-2253
(Red Lake District)

Pancake Bay
805-949-1231
(Sault Ste. Marie District)

Peter's Woods Nature Reserve
805-324-6121
(Lindsay District)

Petroglyphs
613-332-3940
(Bancroft District)

The Pinery
519-354-7340
(Chatham District)

Point Farms
519-357-3131
(Wingham District)

Polar Bear
705-336-2987
(Moosonee District)

Port Bruce
519-773-9241
(Aylmer District)

Presqu'île
613-354-2173
(Napane District)

Quetico
807-597-6971
(Atikokan District)

Rainbow Falls
807-825-3205
(Terrace Bay District)

Remi Lake
705-335-6191
(Kapuskasing District)

Restoule
705-474-5550
(North Bay District)

Rideau River
613-822-2525
(Ottawa District)

Rock Point
416-892-2656
(Niagara District)

Rondeau

519-354-7340
(Chatham District)

Rushing River

807-468-9841
(Kenora District)

Samuel de Champlain

705-474-5550
(North Bay District)

Sandbanks

613-354-2173
(Napanee District)

Sandbar

807-934-2233
(Ignace District)

Sauble Falls

519-376-3860
(Owen Sound District)

Selkirk

519-426-7650
(Simcoe District)

Serpent Mounds

705-324-6121
(Lindsay District)

Sharbot Lake

613-478-2330
(Tweed District)

Sibbald Point

416-832-2760
(Maple District)

Sibley

807-775-1111
(Thunder Bay District)

Silent Lake

613-332-3940
(Bancroft District)

Silver Lake

613-259-2942
(Carleton Place)

Sioux Narrows

807-468-9841
(Kenora District)

Six Mile Lake

705-728-2900
(Huron District)

South Nation

613-933-1774
(Cornwall District)

Springwater

705-728-2900
(Huron District)

Sturgeon Bay

705-746-4201
(Parry Sound District)

The Shoals

705-864-1710
(Chapleau District)

Tidewater

705-336-2987
(Moosonee District)

Trillium Woods Nature Reserve

519-773-9241
(Aylmer)

Turkey Point

519-426-7650
(Simcoe District)

Wakami

705-864-1710
(Chapleau District)

Wasaga Beach

705-728-2900
(Huron District)

*Waubashene Beaches
Nature Reserve*
705-728-2900
(Huron District)

Wheatley
519-354-7340
(Chatham District)

White Lake
705-856-2396
(Wawa District)

Winisk Park
807-854-1030
(Geraldton District)

Windy Lake
705-522-7823
(Sudbury District)

PROVINCIAL PARKS COUNCIL

Mr. F. Gray, CD QC, Chairman
390 Bay St., Ste. 1202
Toronto M5H 2Y2
416-366-2198

MNR 37

Advises the Minister of Natural Resources on policy, planning, development and management of Ontario provincial **parks** in relation to Ontario's changing **recreational** needs. Monitors and makes recommendations on the implementation of **Algonquin Park Master Plan**. The Chairman of the council may be contacted at the above address until mid-1982. The Coordinator who handles Ministry of Natural Resources involvement with the Council is located at the Provincial Parks and Recreational Areas Branch, (MNR 36) at the following address:

Whitney Block, Rm. 3521
Queen's Park, Toronto M7A 1E9
416-965-1245

WILDLIFE BR

MNR 38

99 Wellesley St. W.
Whitney Block, 2nd Flr.
Queen's Park, Toronto M7A 1W3
416-965-4251

Wildlife Branch manages Ontario's **wildlife** resource programs including habitat; development and recommends wildlife programs and policy; recommends related laws and regulations; plans programs to manage wildlife including **moose, deer, bear, upland game, waterfowl**, non-game and **endangered species**, and all flora and fauna excluding fish. Measures hunter participation and harvest; develops **hunting** seasons. The Research Section at Maple conducts **research** on wildlife ecology, diseases, and species and animal behaviour:

Wildlife Research
Ministry of Natural Resources
Dufferin St.
Maple L0J 1E0
416-832-2761

The Policy Development Section (416-965-7641) develops policy and options; reviews **land use planning** and resources development in Ontario to ensure that **wildlife** interests

are considered. Administers the **federal-provincial** agreement to develop Ontario's renewable natural resources for the improvement of the socio-economic status of **Native peoples**. The branch can answer questions about **wild rice** harvesting.

The Wildlife Services Section (416-965-3345) coordinates the provincial **fur** management program and the hunter education program (965-4251), certifies hunter education instructors, and coordinates training courses for Ministry **hunting licence** examiners. **Wildlife Surveys and Records** (965-7054) verifies lost hunting licences and hunter examination certificates and carries out surveys of hunters and public interest in wildlife.

Wildlife Extension Section provides educational and informational services on branch programs, maintains liaison with user and special interest groups, monitors land use patterns and works with landowners to facilitate private land management for wildlife, and interprets wildlife management and use to the public.

Wildlife Branch staff members are located in Ministry district offices throughout the Province to provide local services such as: **wildlife** law enforcement; advice on nuisance wildlife control; **licensing** of **trappers**, hunter education instructors, hunters, and other persons who require permits for activities involving wildlife; information on **hunting** and other wildlife-based recreational opportunities in the areas for which they are responsible. District offices are listed under Ministry of Natural Resources, Field Organization (MNR 3 or MNR 5).

Wildlife Branch publications include hunter safety and reference manuals, **hunting** and **trapping** regulations, and leaflets covering such topics as survival in the woods, **wildlife** management, **beaver**, **deer** and **moose** management, Ontario **turtles**, wolves and coyotes, vegetation management for wildlife, and **ducks** or **waterfowl** identification.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch. Conservation authorities are listed under the Conservation Authorities and Water Management Branch entry (MNR 20).

ALGONQUIN FORESTRY AUTHORITY

MNR 39

11 Main St. W.
P.O. Box 1198
Huntsville P0A 1K0
705-789-9647

Algonquin Forestry Authority in Huntsville, Ontario is a Crown corporation responsible for harvesting **timber** in **Algonquin Provincial Park** and for supplying logs to designated mills. It operates under a volume agreement with the Ministry of Natural Resources. The Algonquin Forest Authority has offices in Toronto and Pembroke:

Chairman's Office
203 College St., 5th Flr.
Toronto M5T 1P9
416-965-3310

Area Supervisor
84 Isabella St., P.O. Box 786
Pembroke, K8A 6X9
613-735-0173

CANADA-ONTARIO RIDEAU-TRENT-SEVERN
SECRETARIAT
340 George St. N.
Peterborough K9H 7E8
705-743-9311

MNR 40

Coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement signed in February, 1975 by the federal Minister of Indian Affairs and Northern Development and the provincial Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational **land** corridor and **waterway** between Ottawa and Georgian Bay. Objectives include a **pollution** free environment, adequate public **recreation** areas and adequate commercial and private development.

MINING AND LANDS COMMISSIONER
Mowat Block, Rm. 569
Queen's Park, Toronto M7A 1A2
416-965-1824

MNR 41

Exercises administrative and judicial duties under the **Mining Act**, the **Mining Tax Act**, the **Beach Protection Act** and duties of the Minister of Natural Resources assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture, disputes, hearing of **appeals**, **easements** and vesting orders. Application forms and supporting abstracts for applications for extension orders and **licence** renewals may be obtained from the Ministry's nine mining recorders, listed under Ministry of Natural Resources, Land Management Branch (MNR 22). Other applications should be made through the Mining and Lands Commissioner, at the above address. Notices of appeal under the Mining Act are required by that Act to be filed with the mining recorder. Where practicable, hearings are arranged in local court houses.

WASAGA PARK PROJECT
Midhurst L0L 1X0
705-728-2900

MNR 42

As part of a broader program of conserving areas containing unique natural resources and providing for public access to a large, high quality natural beach, the Province has undertaken the development of a year-round **recreational** community at Wasaga Beach. This inter-ministry project involves integrated planning by Treasury and Economics, Intergovernmental Affairs, Transportation and Communications, Environment, Natural Resources, Municipal Affairs and Housing, Industry and Trade. The second 5-year phase involving **financial assistance** to the Town of Wasaga Beach for the construction of arterial road improvements and installation of sewage and water facilities commenced in 1978/79 upon Cabinet approval. The Ministry of Natural Resources coordinates the project.

ACTS

MNR 43

The following is a list of Acts administered by the Ministry of Natural Resources. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Algonquin Forestry Authority Act
Algonquin Provincial Park Extension Act

An Act to Confirm the Title of the Government of Canada to Certain Lands and Indian Lands, 1915
 An Act for the Settlement of Certain Questions Between the Governments of Canada and Ontario Respecting Indian Reserve Lands
 Beach Protection Act
 Beds of Navigable Waters Act
 Canada Company's Lands Act, 1922
 Conservation Authorities Act
 Crown Timber Act
 Endangered Species Act
 Fish Inspection Act
 Fisheries Act (Canada-Ontario Fishery Regulations)
 Fisheries Loans Act
 Forest Fires Prevention Act
 Forest Tree Pest Control Act
 Forestry Act
 Freshwater Fish Marketing Act (Ontario)
 Game and Fish Act
 Gananoque Lands Act, 1961-62
 Gas and Oil Leases Act
 Industrial and Mining Lands Compensation Act
 Lac Seul Conservation Act, 1928
 Lake of the Woods Control Board Act, 1922
 Lakes and Rivers Improvement Act
 Manitoba-Ontario Lake St. Joseph Diversion Agreement Authorization Act
 Migratory Birds Convention Act
 Mineral Emblem Act
 Mining Act
 Mining Tax Act
 Ministry of Natural Resources Act
 National Radio Observatory Act, 1962-63
 North Georgian Bay Recreational Reserve Act, 1962-63
 Ontario Geographic Names Board Act
 Ontario Harbours Agreement Act, 1962-63
 Ontario Mineral Exploration Program Act
 Ottawa River Water Powers Act, 1943
 Parks Assistance Act
 Petroleum Resources Act
 Pits and Quarries Control Act
 Provincial Parks Act
 Public Lands Act
 Seine River Diversion Act, 1952
 Settlers' Pulpwood Protection Act
 Spruce Pulpwood Exportation Act
 Steep Rock Iron Ore Development Act, 1949
 Surveyors Act
 Surveys Act
 Trees Act
 Wild Rice Harvesting Act
 Wilderness Areas Act

Woodlands Improvement Act
Woodmen's Employment Act
Woodmen's Lien for Wages Act

MINISTRY OF NORTHERN AFFAIRS

10 Wellesley St. E.
Toronto M4Y 1G2

At the time that the Ministry of Northern Affairs was established, the Ontario Government had already undertaken a variety of initiatives to help deal with the special needs and problems of the North, such as the Isolated Communities Assistance Program, the Northern Ontario Resources Transportation Program, the Ontario Northland Transportation Commission, the Northern Affairs network of store front offices of the Ministry of Natural Resources, the Regional Priorities Budgets within the Ministry of Treasury and Economics, and a variety of federal-provincial shared cost programs to address specific Northern problems.

Many of these initiatives have been successful in meeting specific Northern requirements, but there was a need for more and better coordinated government activity to help deal with the particular problems and opportunities of the North. There was a need for a special government action to address both the perception and the reality of northern isolation from the centres of government decision-making.

The Ministry of Northern Affairs was established in April, 1977, to work with the ministries and agencies of the Government of Ontario, to address these problems and challenges in an effective way.

The Ministry of Northern Affairs is responsible for the administration of the Ontario Northland Transportation Commission Act, the statute which established the Ministry and sets forth its overall mandate.

MINISTRY ORGANIZATION

MNA 1

While the Ministry has an office located in Toronto, much of the Ministry business is carried out on a day-to-day basis in **Northern Ontario**. Regional offices, each headed by an Assistant Deputy Minister, are located in Sault Ste. Marie in the Northeast and Kenora in the Northwest. These offices, together with two subsidiary area offices in Sudbury and Thunder Bay, aim to identify problems and coordinate their resolution by bringing together the local interests and the provincial ministries concerned. In Toronto are the Minister's and Deputy Minister's offices and the Planning and Administrative Division, which comprises the following branches: Information Services, Financial and Administrative Services Branch, and Strategic Planning Secretariat. Each regional office comprises a Community Relations Branch, located at the regional office, and a Regional and Community Development Branch, housed in the respective area office. In turn, the Community Relations Branches contain the local offices of the Ministry, which are found in 29 key communities across the North. Branch functions (including a list of Northern Affairs Offices) are described separately under the entries that follow. Regional and area offices are listed below:

Northeastern Regional Office
421 Bay St., Ste. 301
Sault Ste. Marie P6A 1X3
705-942-0100

Northeastern Area Office
199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4441

Northwestern Regional Office
12 Main St. S.
Kenora P9N 1S7
807-468-3135

Northwestern Area Office
435 James St. S.
P.O. Box 5000
Thunder Bay P7E 6E3
807-475-1585

COMMUNITY RELATIONS BR

MNA 2

The Ministry of Northern Affairs has two Community Relations Branches, located in Sault Ste. Marie and Kenora. They administer a network of 29 Northern Affairs 'store-front' offices, each staffed by an officer and clerical assistant, located in communities throughout Northern Ontario. The role of the Northern Affairs Officer is to act as a contact point for government in northern communities and to attempt to solve problems for people who are removed from service points.

In many cases the Northern Affairs Officer's task is to function as a coordinator; in others it is to point the client to the appropriate government contact. He acts as the official agent for some other ministries' programs and is the central reference point for other federal, provincial and municipal departments, ministries, or agencies.

The Ministry operates an extensive telex network to speed the flow of information, particularly from the local offices to the regional offices and Toronto, and vice versa. In Toronto there are two liaison officers who answer requests for the Northern offices and who contact the central offices of other ministries, departments and agencies.

Northern Affairs Officers assist **unorganized communities** (communities with no municipal government under the Municipal Act) in establishing **Local Services Boards**. These communities are unique to Northern Ontario and a Local Services Board is a legally constituted body of members elected to act on behalf of the residents of an unincorporated community to ensure that basic services such as water supply, fire protection, sewage disposal, street lighting, garbage collection or recreational programs are provided on a continuing basis. Capital expenditures for the purchase of equipment or facilities necessary for such projects are made by the Ministry through the **Isolated Communities Assistance Fund**. Establishment of a Local Services Board is optional, as are the services it may choose to offer. Upon the establishment of a board, a community is eligible for an operating **subsidy** from the Ministry, providing the community raises half the budgeted costs.

The nearest Northern Affairs office can be reached from outlying communities without charge throughout Northern Ontario by dialing the operator and asking for Zenith 33160.

Community Relations Branch offices are as follows:

NORTHEASTERN ONTARIO

Community Relations Branch
421 Bay St., Ste. 301
Sault Ste. Marie P6A 1X3
705-942-0100

NORTHWESTERN ONTARIO

Community Relations Branch
112 Main St. S.
Kenora P9N 1S7
807-468-3135

**NORTHERN AFFAIRS OFFICES
NORTHEASTERN ONTARIO**

13 Lawton St.
Blind River P0R 1B0
705-356-2226

3 Birch St.
Chapleau P0M 1K0
705-864-1515

161 Sixth Ave.
Cochrane P0L 1C0
705-272-4274

10 Brunswick Walk
Elliot Lake P5A 2A8
705-848-7133

Espanola Mall, Box 1718
Highway 6 South
Espanola P0P 1C0
705-869-1532

Northern Seasons Motel
915 George St.
Hearst P0L 1N0
705-362-4358

253 Ambridge Drive
Iroquois Falls P0K 1E0
705-232-4001

Model City Mall
Kapuskasing P5N 2E7
705-335-6008

32A Prospect Ave.
Kirkland Lake P2N 3K1
705-567-3291

P.O. Box 128, King & Young
Mindemoya P0P 1S0
705-377-5396

Box 307
Moosonee P0L 1Y0
705-336-2991

310 Whitewood Ave.
New Liskeard P0J 1P0
705-647-7391

267 Main St. W.
North Bay P1B 2T8
705-472-3911

444 Queen St. E.
Sault Ste. Marie P6A 1Z7
705-254-6623

191 Main St.
Sturgeon Falls P0H 1G0
705-753-2900

199 Larch St., 1st Flr.
Sudbury P3E 5P9
705-675-4451

60 Wilson Ave.
Timmins P4N 2S7
705-267-1401

55 Broadway Ave.
Wawa P0S 1K0
705-856-2354

NORTHWESTERN ONTARIO

23 Marks St.
Atikokan P0T 1C0
807-597-2701

18 King St.
Dryden P8N 1B1
807-223-5231

529 Mowat Ave.
Fort Frances P9A 1Z1
807-274-5329

303 Main St.
Geraldton P0T 1M0
807-854-0266

200 Beaver St.
Ignace P0T 1T0
807-934-2260

12 Main St. S.
Kenora P9N 1S7
 307-468-5548

Penninsula Bldg.
Marathon P0T 2E0
 307-229-1153

108 Atwood Ave.
Rainy River P0W 1L0
 307-852-3287

242 Howey St.
Red Lake P0V 2M0
 807-727-2870

42 King St.
Sioux Lookout P0V 2T0
 807-737-1318

428 E. Victoria Ave.
Thunder Bay P7C 1A5
 807-475-1425

REGIONAL AND COMMUNITY DEVELOPMENT BR

MNA 3

Regional and Community Development Branches are located in Sudbury and Thunder Bay (addresses listed below). These branches work with northern communities and other ministries in planning development strategies to improve conditions and to respond to local and regional needs throughout **Northern Ontario**. Operationally, the Ministry has three main areas of interest: Northern **economic** development, Northern **transportation** and Northern community services and development.

Regional economic development is stimulated through research, strengthening of industrial activity, promotion of tourism and the expansion of agriculture. Funds are also made available to encourage resource development. Scientific studies, experimental hydro-electric and solar heating projects and alternative or novel energy recovery programs are undertaken.

Activities within **transportation** include setting the priorities and funding the highway construction program and the remote **airports** program in Northern Ontario and, through the Ontario Northland Transportation Commission, providing rail, bus, airline, ferry and telecommunications services.

Community priority activities include **financial assistance** for construction of water mains and sewage systems and the development of industrial parks. Special assistance has been provided for communities undergoing severe economic dislocation or unusually rapid growth.

The Ministry contributes funds for a range of social and medical services such as medical and dental clinics, **bursaries** for medical and **dental students, audiologists and speech pathologists**, and capital support for a recently instituted air ambulance service.

The Ministry of Northern Affairs takes a keen interest in improving the quality of life, and in this regard is involved in promoting the arts, and undertaking other cultural initiatives as opportunities arise. The Ministry is also encouraging the expansion of television services for residents of the North.

Northeastern Area Office
 19 Larch St., 4th Flr.
Sudbury P3E 5P9
 505-675-4441

Northwestern Area Office
 435 James St. S.
 P.O. Box 5000
Thunder Bay P7E 6E3
 807-475-1585

PLANNING AND ADMINISTRATION DIVISION

FINANCIAL AND ADMINISTRATIVE SERVICES BR
10 Wellesley St. E., 9th Flr.
Toronto M4Y 1G2

MNA 4

The branch provides financial stewardship for the Ministry by developing expenditure plans, annual budgets, and providing necessary financial information (965-1669). Financial services function also includes maintenance of expenditure approvals, annual budgets and acquiring funds and resources to achieve the Ministry's stated objectives.

The branch is also responsible for administrative services (965-0288). It acquires and provides support services such as purchasing office services and accomodation, payment of accounts, accounting services, personnel services, and legal services as required by the Ministry management for the execution of the Ministry strategies. The branch recruits and assigns Ministry staff.

INFORMATION SERVICES BR
10 Wellesley St. E., 9th Flr.
Toronto M4Y 1G2
416-965-7577

MNA

The Information Services Branch informs the public, client groups and the news media about the Ministry's activities. It establishes communications policy for the Ministry, advises other branches on communications problems and provides support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries and producing and distributing publications, news releases and audio-visual materials. The branch also operates a **library** where books, periodicals, **films** and other materials dealing specifically with Northern Ontario are available. The library operates the Ministry **reading room** in accordance with government freedom-of-information policy. It provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. Besides those in the Toronto office, there are information officers in the two regional offices at Sault Ste. Marie and Kenora, and the area office at Thunder Bay. These field information officers are attached to the Community Relations Branch of the Ministry, (MNA 2).

LEGAL SERVICES
10 Wellesley St. E., 10th Flr.
Toronto M4Y 1G2
416-965-6862

MNA

Provides legal services for the Ministry of Northern Affairs, including the Ontario Northern Transportation Commission. This office is responsible to the Ministry of the Attorney General.

STRATEGIC PLANNING SECRETARIAT
10 Wellesley St. E., 9th Flr.
Toronto M4Y 1G2
416-965-1669

MNA

The Strategic Planning Secretariat has a lead role in ensuring that the Ministry can carry out the broad strategies required to fulfil its mandate in Northern Ontario. The Secretariat has specific responsibilities in relation to the identification and prioritization of poli-

and program options as well as to the monitoring of programs for effectiveness. It also coordinates the liaison and advocacy functions of the Ministry and develops and coordinates the Ministry's forward financial planning and resource allocation process.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1).

ONTARIO NORTHLAND TRANSPORTATION COMMISSION

MNA 8

195 Regina St.
North Bay P1B 8L3
705-472-4500

The Ministry of Northern Affairs provides **rail, bus, ferry, air** and **telecommunications** services to Northern Ontario through the Ontario Northland Transportation Commission.

Land **transportation** services include rail, bus and highway transport. **Rail** passenger services include the **Polar Bear Express** between Cochrane and Moosonee, the **Northlander** between Toronto and Timmins, a passenger train between North Bay and Cochrane, and a mixed passenger-freight train between Cochrane and Moosonee. Bus services are regularly scheduled between Toronto and North Bay and throughout Northeastern Ontario. Charter and tour services can also be arranged.

Rail freight services are provided between North Bay and other points in Northeastern Ontario. Highway freight services are the responsibility of Star Transfer Limited, a subsidiary of the ONTC that operates throughout Northeastern Ontario and south to Toronto. Another subsidiary, Ontario Northland Express Services, makes available LCL (less than carload lot) deliveries from six terminals located at New Liskeard, Kirkland Lake, Noranda, Timmins, Cochrane and Moosonee.

The Commission operates the provincially owned airline, **norOntair**, which operates between small communities and major airports in the North and serves as a feeder for Air Canada and Nordair. The latter airlines provide reservation facilities.

A passenger, car and truck **ferry**, the **M.S. Chi-Cheemaun**, is operated by the Owen Sound Transportation Company, a subsidiary of the ONTC, between Tobermory on the Bruce Peninsula and South Baymouth on Manitoulin Island during the summer months. The Marine Services Department of the ONTC operates the Chief Commanda, a cruise **boat**, on Lake Nipissing from spring until fall, and manages a freight and passenger service between Moosonee and Moose Factory Island during the same period.

The ONTC provides the following **telecommunications** services in Northeastern Ontario: long distance telephone, private wire voice and teletype, commercial telegraph, radio and television transmission, mobile radio, special communications and local telephone. Consumer electric power is also available through the ONTC in Winisk and Fort Severn.

A further activity of the Commission is the operation of a goose **hunting** camp for six weeks each fall, east of Moosonee on the Harricanaw River.

Toronto Passenger Sales Office
805 Bay St.
Toronto M5S 1Y9
416-965-4268

*Toronto Transportation &
Marketing Office*
805 Bay St.
Toronto M5S 1Y9
416-965-6388

Star Transfer Limited
391 Creditstone Rd
Concord L4K 1B1
416-661-2700

Star Transfer Limited
740 Pine St. S.
Timmins P4N 7G6
705-264-2221

ONTC Express Services
195 Regina St.
North Bay P1B 8L3
705-472-4500, Ext. 234

*ONTC Express Services
Transportation &
Marketing Office*
805 Bay St.
Toronto M5S 1Y9
416-965-6388

Owen Sound Transportation Company
Owen Sound N4K 5P5
519-376-6601
(Tobermory Terminal
519-596-2212)
(South Baymouth
Terminal-705-859-3161)

ONTC Marine Services
195 Regina St.
North Bay P1B 8L3
705-472-4500, Ext. 371

ONTC Telecommunications
1500 Fisher St.
Northgate Square
North Bay P1B 2H3
705-472-4500, Ext. 331

ACTS

MNA 9

The following is a list of Acts administered by the Ministry of Northern Affairs. For information on which branches administers the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Local Services Boards Act
Ministry of Northern Affairs Act
Ontario Northland Transportation Commission Act

MINISTRY OF REVENUE

77 Bloor St. W.

Toronto M7A 1X8

In 1968, the Department of Revenue was created when the Revenue Division, the Province of Ontario Savings Office, and the Deputy Provincial Treasurer, Revenue Office, were transferred from the Department of Treasury and Economics. In 1972, the Department of Revenue was renamed the Ministry of Revenue with the addition of the Assessment Division of the former Department of Municipal Affairs.

The Ministry administers the major taxing statutes of Ontario (such as the Corporations Tax Act, the Gasoline Tax Act, the Tobacco Tax Act, the Retail Sales Tax Act and the Land Transfer Tax Act). It conducts property assessments to provide the tax base for Ontario municipalities. It directs the Ontario Tax Credit program, the Guaranteed Annual Income System (GAINS), Ontario Property and Sales Tax Grants for Senior Citizens and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

In the fall of 1982, the head office of the Ministry will be moving to a new building in Oshawa.

DEPUTY MINISTER'S OFFICE

AUDIT SERVICES BR

REVENUE 1

77 Bloor St. W., 11th Flr.

Toronto M7A 1X8

416-965-5275

Audit Services Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

LEGAL SERVICES BR

REVENUE 2

77 Bloor St. W., 19th Flr.

Toronto M7A 1X8

416-965-1264

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The branch is responsible to the Attorney General's Office.

SUPPORT SERVICES DIVISION

ADMINISTRATIVE AND FINANCIAL SERVICE BR

REVENUE 3

77 Bloor St. W., 20th Flr.

Toronto M7A 1X8

416-965-2907

Administration Section (965-2907) provides the Ministry with purchasing, storage, mailing, security and other central services.

Finance Section (965-1706) processes accounts payable and provides accounting services for all expenditures including payroll and employee benefits.

COMMUNICATIONS SERVICES

REVENUE 4

77 Bloor St. W., 9th Flr.
 Toronto M7A 1X8
 416-965-2099

Communications Services informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. It provides communications support to the Minister and the Deputy Minister. Other activities include advertising agency liaison and the production and distribution of publications, media releases and audio-visual materials.

Communications maintains a newspaper clipping service and **library** (965-3892) covering aspects of **tax**, **property assessment**, **public finance**, legislation and government and **business** administration. The Public Information Centre (Ministry **reading room**), attached to the library, provides public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

Communications also coordinates the Ministry **French** language and customer service programs.

FINANCE AND PRIORITIES PLANNING BR

REVENUE 5

77 Bloor St. W., 19th Flr.
 Toronto M7A 1X8
 416-965-9243

Finance and Priorities Planning Branch is responsible for developing the Ministry financial and resource plan (Zero Base Budgeting). It prepares and coordinates the Ministry estimates through all stages and develops and administers the Ministry operational performance and control (Management by Results). The branch maintains the Ministry resource utilisation and control system and reallocates as necessary. It acts as the Ministry liaison point with central agencies, especially Management Board, and assists the Deputy Minister and other senior management by providing management information and support.

MANAGEMENT SYSTEMS BR

REVENUE 6

77 Bloor St. W., 16th Flr.
 Toronto M7A 1X8
 416-965-5891

This branch provides services and studies in data and word processing, business systems, forms control and design, and records management. In addition, it acts in a management consulting capacity, providing assistance to other branches in the area of planning, designing and implementing computer systems.

OSHAWA RELOCATION UNIT

REVENUE 7

77 Bloor St. W., 2nd Flr.
 Toronto M7A 1X8
 416-965-8169

The unit is responsible for planning, coordinating and implementing Operation Oshawa, the plan for the relocation of the Ministry's head office functions to Oshawa in the fall of 1982.

PERSONNEL SERVICES BR

REVENUE 8

77 Bloor St. W., 20th Flr.

Toronto M7A 1X8

416-965-1788

Personnel Services Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the coordination and delivery of staff training and development, the investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The branch also plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

TAX REVENUE PROGRAM

CORPORATIONS TAX BR

REVENUE 9

77 Bloor St. W., 12th Flr.

Toronto M7A 1X8

416-965-1160

Corporations Tax Branch administers the **Corporations Tax Act** which deals with corporations income tax (based on taxable income) and capital tax (based on taxable paid-up capital), consents to revive or surrender charters or to dissolve a corporation voluntarily. It also deals with the special tax on **insurance** companies based on taxable insurance premiums.

GUARANTEED INCOME AND TAX CREDIT BR

REVENUE 10

77 Bloor St. W., 10th Flr.

Toronto M7A 1X8

In Metro Toronto, dial 965-8470

Area Code 807, ask Operator for Zenith 82000

All other areas dial 1-800-268-7121

Guaranteed Annual Income System (GAINS A) ensures qualifying Ontario residents 65 or over a guaranteed monthly income. **Senior citizens** who receive the Old Age Security pension (OAS) and Guaranteed Income Supplement (GIS) will automatically receive GAINS if their monthly income falls below the guaranteed level. For more information call one of the telephone numbers listed above, free of charge.

Ontario Tax Credits consist of (1) a Property Tax Credit (2) a Sales Tax Credit and (3) a Political Contribution Tax Credit. The first two credits are designed to help people with low or moderate incomes pay their municipal **property tax** or **rent**, and **retail sales tax**. Even people with no taxable income may claim by filing a federal income tax return and completing the mauve Ontario Tax Credit form included in the federal kit. (People 65 or older are not eligible for these credits but are eligible for Ontario Tax Grants, described separately). The third, the **Political** Contribution Tax Credit may be claimed by people who made a contribution to a registered Ontario political party, a constituency association, or a registered candidate in a provincial election. This credit may be claimed only if

there is provincial tax payable after deducting the amount claimed under the first two credits. For more information call one of the telephone numbers listed above, free of charge.

Temporary Home Heating Credits, intended to cushion the impact of heating cost increases for tenants and homeowners with low incomes who are under age 65, are being introduced for the 1981, 1982 and 1983 taxation years. The Temporary Home Heating Credit is claimed on the Ontario Tax Credits form which is included with income tax returns. For 1981, the credit is equal to \$60, minus 1 per cent of the principal taxpayer's taxable income. For more information call one of the telephone numbers listed above, free of charge.

Ontario Tax Grants: Ontario resident **senior citizens** 65 or older who pay **property tax** or **rent** may claim a **Property Tax Grant** of up to \$500. Applications for this **Grant** will be mailed annually to all **senior citizens** who are Old Age Security (OAS) recipients or who have previously completed an eligibility application and who have qualified. A **Retail Sales Tax Grant** of \$50 will be mailed automatically to all OAS recipients and other previously qualified pensioners every year. Persons turning 65 after mid year who will qualify for OAS will automatically receive their Retail Sales Tax Grant and an application for the Property Tax Grant, sent towards the year end. All other seniors may phone the above toll-free telephone numbers for application details on both of these grants.

Temporary Home Heating Grants, intended to cushion the impact of heating cost increases for tenants and homeowners who are 65 years of age or older, are being introduced for the 1981, 1982 and 1983 calendar years. **Senior citizen** households receiving a Property Tax Grant will be sent their Home Heating Grant automatically in the spring of the following year. For the first year, this grant is a flat amount of \$60 per household to be paid in April, 1982 to seniors who qualified for a 1981 Property Tax Grant. For more information call one of the telephone numbers listed above, free of charge.

MOTOR FUELS AND TOBACCO TAX BR
77 Bloor St. W., 15th Flr.
Toronto M7A 1X8
416-965-6352

REVENUE 11

Motor Fuels and Tobacco Tax Branch administers and collects **tax** on the sale of **fuels** taxed under the **Gasoline Tax Act** (gasoline, aviation fuel), the **Motor Vehicle Fuel Tax Act** (diesel fuel) and the **Tobacco Tax Act** (cigarettes, tobacco, cigars). The branch provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, vendors of heating fuels and taxable diesel fuel users.

The branch also administers the **Small Business Development Corporations Act**, the **Land Transfer Tax Act** and the **Provincial Land Tax Act**. The **Small Business Development Corporations (SBDC) Program** (965-2967) encourages private sector **investment** in small **businesses** in Ontario and the provision of business and managerial expertise; individual investors who buy new equity shares in an SBDC receive a **grant** of 30% of their investment and **corporations** receive a 30% credit against their Ontario corporations income tax. **Land Transfer Tax** (965-1774) is a tax on individuals or corporations registering land or an interest in land in Ontario. It is two-fifths of 1 per cent on the first \$45,000 and four-fifths of 1 per cent on the rest. Non-residents of Canada pay 20% tax on restricted land (farm land, recreational land, etc.). Land Transfer Tax is paid to the Land Registrar before a conveyance is registered. **Provincial Land Tax** (965-1007) is a tax collected from landowners in **unorganized territories**. (For property assessments for this tax, contact

closest regional Assessment Office, listed under Ministry of Revenue, Assessment, Field Operations Branch, REVENUE 20).

The branch is also administering two acts, which were repealed in 1979, during their phase-out period: the **Succession Duty Act** (965-1700) and the **Gift Tax Act** (965-2945).

RETAIL SALES TAX BR

REVENUE 12

77 Bloor St. W., 17th Flr.

Toronto M7A 1X8

416-965-4801

The Retail Sales Tax Branch administers the **retail sales tax** program in Ontario. This tax is collected by vendors from consumers at the time of purchase on most goods, services and prices of admission. The branch operates district offices throughout Ontario. These offices (listed below) issue **vendor permits** (Provincial Sales Tax licences) and provide information concerning exemptions and other aspects of the Retail Sales Tax including vendor information for those starting a business. Tax advice is given in numerous forms. Taxpayers' specific questions are answered by telephone, letter or in person; Sales Tax Guides are published about many areas of retail sales tax; a series of publications, seminars, lectures, exhibits, displays and visits to businesses promote general awareness of the tax. Rebates or refunds of tax are given under various circumstances; for example, if vendors over-remit the amount of tax they collected, or if goods are removed from Ontario by tourists. The district offices will assist taxpayers in making an application for a rebate or refund. Audits are done to ensure that tax is collected and paid in the correct way. Tax collected under the **Race Tracks Tax Act** is also administered by the branch. All inquiries about retail sales tax should be made to one of the twelve retail sales tax district offices. Long-distance callers may contact the district offices in their area by using toll-free operator assisted zenith lines. Zenith numbers are effective only in an office's area of responsibility.

208 Dundas St. E.

Belleville K8N 1E3

613-962-9108

Zenith 71820

(Regional Municipality of Durham:

Town of Newcastle,

Counties of Frontenac, Haliburton,

Hastings, Lennox & Addington,

Northumberland, Peterborough,

Prince Edward, Victoria)

119 King St. W., P.O. Box 2112

Hamilton L8N 3Z9

416-521-7504

Zenith 71440

(County of Brant,

Regional Municipalities of Halton,

Peel, Hamilton-Wentworth)

449 Belmont Ave. W.

Kitchener N2M 1N2

519-576-8400

Zenith 71020

(Counties of Huron, Perth,

Wellington, Regional Municipality

of Waterloo)

310 Wellington Rd.

London N6C 4P4

519-433-3901

Zenith 62350

(Counties of Elgin, Lambton,

Middlesex, Oxford)

1500 Fisher St.

Northgate Plaza

North Bay P1B 2H3

705-474-4900

Toll Free 1-800-461-1564

or 1-800-461-1649
(Districts of Cochrane, Nipissing,
Parry Sound, Timiskaming)

19 Front St. N.
P.O. Box 670
Orillia L3V 6K5
705-325-9587
Zenith 71830
(Counties of Bruce, Dufferin, Grey,
Simcoe, District Municipality
of Muskoka, Regional Municipality
of Durham-Townships of Brock,
Uxbridge (Scott),
Regional Municipality of York:
Township of Georgina,
East Gwillimbury)

1355 Bank St.
Ottawa K1H 8K7
613-523-9760
Zenith 71400
(Regional Municipality of
Ottawa-Carleton,
United Counties of Stormont,
Dundas & Glengarry,
Prescott & Russell,
Leeds & Grenville, Counties of
Lanark, Renfrew)

199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4351
Zenith 71850
(Districts of Algoma, Manitoulin,
Sudbury, Regional Municipality
of Sudbury)

435 James St. S.
P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1681
For toll-free number check
blue pages of telephone directory
(Districts of Kenora, Rainy River,
Thunder Bay)

2300 Yonge St., 10th Flr.
Toronto M4P 1H6
416-487-7161
Zenith 71800
(Regional Municipality of Durham:
City of Oshawa, Towns of Ajax,
Pickering, Whitby,
Townships of Scugog, Uxbridge,
Regional Municipality of York:
Towns of Aurora, Markham,
Newmarket, Richmond Hill, Vaughan,
Whitchurch-Stouffville,
Township of King,
Regional Municipality of
Metropolitan Toronto)

76 Division St.
Welland L3B 3Z7
416-732-1318
Zenith 71410
(Regional Municipality of
Haldimand-Norfolk, Niagara),
(In St. Catharines & Niagara Falls,
416-688-1360/68)

250 Windsor Ave.
Windsor N9A 6V9
519-252-4404
Zenith 71450
(Counties of Essex, Kent)

SPECIAL INVESTIGATIONS BR
77 Bloor St. W., 16th Flr.
Toronto M7A 1X8
416-965-7767

REVENUE 13

This branch undertakes special audits and investigations regarding **tax** compliance problems, with special emphasis on the prevention of tax evasion, and recommends prosecution where there is evidence of evasion. It also deals with voluntary disclosure of tax irregularities.

TAX APPEALS BR
 1200 Bay St., 2nd Flr.
 Toronto M5R 2A6
 416-965-5836

REVENUE 14

Tax Appeals Branch processes all appeals filed under the following statutes administered by the Ministry: the **Corporations Tax Act**, the **Gasoline Tax Act**, the **Land Transfer Tax Act**, the **Tobacco Tax Act**, the **Ontario Guaranteed Annual Income Act**, the **Ontario Pensioners Property Tax Assistance Act** and the **Small Business Development Corporations Act**. This service consolidates the appeal functions previously performed independently by branches of the Ministry. Forms may be obtained by contacting the Toronto office at 965-5836 or local Retail Sales Tax Offices (see list under this Ministry's Retail Sales Tax Branch entry REVENUE 12).

TAX SYSTEM OPERATIONS AND DESIGN DIVISION
TAX REVENUE PROGRAM

REVENUE AND OPERATIONS RESEARCH BR
 77 Bloor St. W., 18th Flr.
 Toronto M7A 1X8
 416-965-0854

REVENUE 15

This branch is responsible for liaison between the Ministries of Revenue and Treasury and Economics, as well as other federal and provincial tax authorities. The branch undertakes **research** on tax operations and problems, coordinates changes in legislation and monitors revenue flow.

TAXATION DATA CENTRE
 77 Bloor St. W., 14th Flr.
 Toronto M7A 1X8
 416-965-4563

REVENUE 16

This branch is responsible for processing revenues received under the **taxing** statutes as well as the payment of refunds and grants to the public. The branch also provides accounting and data processing system support for the Tax Revenue Program.

TAXPAYER SERVICES BR
 77 Bloor St. W., 10th Flr.
 Toronto M7A 1X8
 416-965-7324

REVENUE 17

This branch provides information about Ontario **taxes** and **tax assistance** programs to the general public for such programs as Ontario Tax Grants for Seniors, Ontario Tax Credits and the Guaranteed Annual Income System (GAINS).

Call the Telephone Information Centre free of charge from anywhere in the Province. Metro Toronto - dial 965-8470. Area Code 807 - ask the Operator for Zenith 82000. Other Areas - dial 1-800-268-7121.

For information about speakers, exhibits and seminars on various tax topics, call 965-6571.

The branch also produces publications and other communications material for the Ministry's tax programs.

ASSESSMENT PROGRAM

ASSESSMENT POLICIES AND PRIORITIES BR

REVENUE 18

77 Bloor St. W., 18th Flr.
 Toronto M7A 1X8
 416-965-9292

This branch provides staff support to the Assistant Deputy Minister, is responsible for policy liaison with federal, provincial and municipal authorities and monitors the effectiveness of **assessment** legislation and developments in other jurisdictions. It is also responsible for strategic planning, budgeting and evaluation, training and publications.

ASSESSMENT SERVICES DIVISION

DATA SERVICES AND DEVELOPMENT BR

REVENUE 19

77 Bloor St. W., 18th Flr.
 Toronto M7A 1X8
 416-965-3305

This branch is responsible for **assessment** information management, including the supply of **computer** data services to assessors, municipalities and school boards. It also develops new assessment and data processing systems.

ASSESSMENT FIELD OPERATIONS BR

REVENUE 20

77 Bloor St. W., 18th Flr.
 Toronto M7A 1X8
 416-965-5189

The Assessment Field Operations Branch through regional offices throughout Ontario (listed below) **assesses** all **real property** for purposes of municipal and school taxation and, in **unorganized territories**, for **Provincial Land Taxes**. It undertakes **municipal enumerations** which produce municipal **voters** lists, lists of persons who can be called for **jury** duty, identification of supporters for **schools** and demographic **statistics**. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the clerk or treasurer of the appropriate municipality.

REGIONAL ASSESSMENT OFFICES

(Zenith numbers are effective only
 in an office's area of
 responsibility)

113 Hastings St. N.
 Bancroft K0L 1Y0
 613-332-1440
 (Hastings)

109 Ferris Lane
 Barrie L4M 2Y1
 705-728-2270
 If long distance
 ask operator Zenith 56600
 (Simcoe)

P.O. Box 150
 Pine St.
 Bracebridge P0B 1C0
 705-645-5204
 If long distance
 ask operator for Zenith 69200
 (Muskoka)

63 Charing Cross
Box 1176
Brantford N3T 5T3
519-759-6310
If long distance
ask operator for Zenith 94300
(Brant, Haldimand-Norfolk)

P.O. Box 712
95 Parkdale Ave.
Brockville K6V 5V8
613-342-8242
If long distance
ask operator for Zenith 45080
(Lanark, Leeds, Grenville)

150 Main St., 4th Flr.
Cambridge N1R 1W3
519-623-5210
If long distance
dial Kitchener 742-8355
(Waterloo)

P.O. Box 1140
435 Grand Ave. W.
Chatham N7M 5L8
519-354-5460
If long distance
ask operator for Zenith 65500
(Kent, Lambton)

P.O. Box 290
Cobourg K9A 4K8
416-372-2258
If long distance
ask operator for Zenith 68510
(Northumberland)

132 Second St. E.
Cornwall K6H 5S7
613-933-7100
If long distance
ask operator for Zenith 45960
(Prescott, Russell, Stormont,
Dundas, Glengarry)

P.O. Box 190
57 Napier St.
Goderich N7A 3Z2
519-524-7326
If long distance
ask operator for Zenith 66500
(Huron, Perth)

286 Victoria Rd. N.
Guelph N1E 5J3
519-821-7440
If long distance
ask operator for Zenith 68550
(Dufferin, Wellington)

119 King St. W.
Hamilton L8N 3Z9
416-521-7469
(Wentworth)

1055 Princess St.
Kingston K7L 4Y8
613-547-3401
If long distance
ask operator for Zenith 47360
(Frontenac, Lennox, Addington)

P.O. Box 267
33 Lindsay St. S.
Lindsay K9V 4S1
705-799-5203
If long distance
ask operator for Zenith 34850
(Haliburton, Peterborough,
Victoria)

Treasure Island Plaza
R. R. #4
London N6A 4B8
519-681-0050
If long distance
ask operator for Zenith 63310
(Elgin, Middlesex, Oxford)

55 City Centre Dr.
Mississauga L5B 2C8
416-270-8050
If long distance
ask operator for Zenith 86730
(Halton-Peel)

460 Oak St.

Newmarket L3Y 3X6

416-920-2372 (Toronto)

416-895-8644 (Newmarket)

If long distance

ask operator for Zenith 58500

(York)

P.O. Box 167

1650 Main St. W.

North Bay P1B 8H2

705-474-6150

If long distance

ask operator for Zenith 51280

(Nipissing, Parry Sound)

161 Laurier Ave. W.

Ottawa K1P 5J2

613-236-5600

If long distance

ask operator for Zenith 45980

(Ottawa-Carleton)

P.O. Box 670

345 Eighth St. E.

Owen Sound N4K 5R4

519-371-1121

If long distance

ask operator for Zenith 64220

(Bruce, Grey)

24 Pembroke St. W.

Pembroke K8A 5M3

613-735-0181

If long distance

ask operator for Zenith 48680

(Renfrew)

180 Brock St.

Sault Ste. Marie P6A 3B7

705-949-3941

If long distance

ask operator for Zenith 27930

(Algoma)

43 Church St.

Landmark Bldg.

St. Catharines L2R 7A7

416-688-0233

If long distance

ask operator for Zenith 89550

(Niagara)

199 Larch St., 12th Flr.

Sudbury P3E 5P9

705-675-4200

If long distance

ask operator for Zenith 49860

(Manitoulin, Sudbury)

55 Doncaster Ave.

Thornhill L3T 1L7

416-889-9503

(North York)

115 Johnson Ave.

Thunder Bay P7B 2V9

807-345-1221

If long distance

ask operator for Zenith 50960

(Kenora, Rainy River, Thunder Bay)

P.O. Box 3000

Dryden P8N 3B3

807-223-5351

If long distance

ask operator for Zenith 50960

(Thunder Bay Sub-Office)

533 Mowat Ave.

Fort Frances P9A 1Z1

807-274-3283

If long distance

ask operator for Zenith 50960

(Thunder Bay Sub-Office)

300 McClellan Ave.

Kenora P9N 1A8

807-468-5585

If long distance

ask operator for Zenith 50960

(Thunder Bay Sub-Office)

145 Wilson Ave.
Timmins P4N 2T2
 705-264-9455

If long distance
 ask operator for Zenith 98395
 (Cochrane, Timiskaming)

2221 Yonge St.
Toronto M4S 2B4
 416-486-6300
 (City of Toronto)

7 Overlea Blvd.
Toronto M4H 1A8
 416-423-1240
 (Scarborough, East York)

4 Eva Rd.
Toronto (Etobicoke) M9C 2A8
 416-621-9400
 (Etobicoke, York)

P.O. Box 520
 80 Division St.
Trenton K8V 5R7
 613-392-2501
 If long distance
 ask operator for Zenith 48660
 (Northumberland, Hastings, Prince
 Edward)

605 Rossland Rd. E.
Whitby L1N 5S1
 416-668-9351
 If long distance
 ask operator for Zenith 67140
 (Durham)

250 Windsor Ave.
Windsor N9A 6V9
 519-254-3771
 If long distance
 ask operator for Zenith 58120
 (Essex)

ASSESSMENT SPECIAL PROPERTIES BR

REVENUE 21

77 Bloor St. W., 18th Flr.
 Toronto M7A 1X8
 416-965-9371

This branch provides valuation expertise and advice to regional **assessment** offices on properties of all types. It also undertakes the defense of complex assessments under judicial appeal and develops assessment valuation procedures and techniques.

PROVINCE OF ONTARIO SAVINGS OFFICE

REVENUE 22

77 Bloor St. W., 19th Flr.
 Toronto M7A 1X8
 416-965-1791

The Province of Ontario Savings Office (POSO), established in 1921, operates twenty-one branches in fifteen Ontario communities which provide **banking** services to the public. Deposits received by POSO from the public are carried in individual accounts which pay competitive interest rates with free chequing privileges. Other financial services such as safety deposit boxes, travellers' cheques, money orders and the purchase and sale of securities are available. Offices across Ontario are listed alphabetically by community:

34-36 Talbot St.
Alymer N5H 1J7
 519-773-3271

153 Wyndham St. N.
Guelph N1H 4E9
 519-821-2101

138 Dalhousie St.
Brantford N3T 2J3
 519-753-4131

36-38 James St. S.
Hamilton L8P 2Y2
 416-528-6391

318 Ottawa St. N.
Hamilton L8H 4A1
416-547-6202

353 Richmond St.
London N6A 3C2
519-432-1197

171 Sparks St.
Ottawa K1P 5B9
613-566-3700

825 Second Ave. E.
Owen Sound N4K 5P3
519-376-6025

40 Pembroke St. W.
Pembroke K8A 6X3
613-732-7821

49 Main St. S.
Seaforth N0K 1W0
519-527-0210

106 King St.
St. Catharines L2R 6W8
416-688-4661

134 Queen St.
St. Marys N0M 2V0
519-284-2260

328 Bay St.
Toronto M5H 2S7
416-363-7282

519 Danforth Ave.
Toronto M4K 1P5
416-463-1117

2035 Danforth Ave.
Toronto M4C 1J8
416-698-8320

Queen's Park, Rm. M1-40
Macdonald Block
Toronto M7A 2A9
416-965-1785

112 St. Clair Ave. W.
Toronto M4V 2Y3
416-925-3887

439 University Ave.
Toronto M5G 1Y8
416-965-3891

236 Durham St.
Walkerton N0G 2V0
519-881-3321

372 Ouellette Ave.
Windsor N9A 1A6
519-254-4324

396 Dundas St.
Woodstock N4S 1B7
519-537-8194

ACTS

REVENUE 23

The following is a list of Acts administered by the Ministry of Revenue. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Agricultural Development Finance Act
Assessment Act
Corporations Tax Act
Fuel Tax Act, 1981 (in force Sept. 1, 1982)
Gasoline Tax Act
Income Tax Act
Land Transfer Tax Act
Ministry of Revenue Act
Motor Vehicle Fuel Tax Act (see Fuel Tax Act, 1981)

Ontario Guaranteed Annual Income Act
Ontario Pensioners Property Tax Assistance Act
Provincial Land Tax Act
Race Tracks Tax Act
Retail Sales Tax Act
Small Business Development Corporations Act
Succession Duty Act Supplementary Provisions Act, 1980
Tobacco Tax Act

MINISTRY OF THE SOLICITOR GENERAL

25 Grosvenor St.

Toronto M7A 1Y6

The Ministry of the Solicitor General was created in 1972 by the Ministry of the Solicitor General Act, 1972. It is responsible for law enforcement and public safety in Ontario. Its programs include supervision of the Ontario Provincial Police, the Ontario Police Commission, the Ontario Police Arbitration Commission, the Chief Coroner's Office, the Centre of Forensic Sciences, the Office of the Fire Marshal, and Forensic Pathology.

OFFICE OF THE DEPUTY MINISTER

EMERGENCY PLANNING OFFICE

SOL GEN 1

25 Grosvenor St., 1st Flr.

Toronto M7A 1Y6

416-965-6932

The Emergency Planning Office, in the office of the Deputy Solicitor General, became active in May, 1980. With the objective of coordinating emergency planning in Ontario, this office's functions include: providing advice to the Cabinet Committee on Emergency Planning; responsibility for and performance of tasks set forth in the Province of Ontario Nuclear Contingency Off-site Plan; coordinating the planning for those categories of emergency assigned to the Solicitor General; monitoring other provinces' emergency plans; facilitating inter-ministry/agency coordination in emergency planning and operations; liaison with and assistance to federal, provincial, municipal and private sector contributors to meeting emergencies in Ontario.

INTERNAL AUDIT

SOL GEN 2

25 Grosvenor St., 11th Flr.

Toronto M7A 1Y6

416-965-5020

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

LEGAL SERVICES

SOL GEN 3

25 Grosvenor St., 11th Flr.

Toronto M7A 1Y6

416-965-3440

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

LEGAL SERVICES RETAIL BUSINESS HOLIDAYS ACT

SOL GEN 4

416-922-5450

The Retail Business Holidays Act came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail business establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving

Day, Christmas Day and Boxing Day. Certain business establishments are exempt. The law is enforced by the police. Telephone number 922-5450 provides recorded information. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from the Ontario Government Bookstore, 880 Bay St., Toronto (965-2054). An explanatory pamphlet is also available by writing to: Store Closing Law, 25 Grosvenor Street, Toronto, Ontario, M7A 1Y6.

MINISTRY SECRETARIAT

SOL GEN 5

25 Grosvenor St., 11th Flr.
Toronto M7A 1Y6
416-965-2048

Ministry Secretariat provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications, and the application of modern management techniques. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048) who informs the public, client groups and the media about the Ministry's activities. The Advisor establishes communications policy for the Ministry and advises its branches on communications matters and provides communications support to the Minister and the Deputy Minister. Activities include producing motion pictures, and television public service announcements, media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials. Among the Ministry's **films** (available upon request by calling or writing to the Communications Advisor at the above address) are films covering subjects such as youth **crime**, practical crime prevention, **Native peoples** policing, arson investigation and **fire** service officers training. The Secretariat operates a Ministry **reading room** (965-1223) which provides access to the Ministry's publications, statutes and some manuals and internal procedures used by the Ministry. The Secretariat also coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

ADMINISTRATION DIVISION

ADMINISTRATIVE SERVICES BR

SOL GEN 6

25 Grosvenor St., 12th Flr.
Toronto M7A 1Y6
416-965-7115

Administrative Services Branch provides the purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Administrative Services Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for office safety supervision.

FINANCIAL SERVICES BR

SOL GEN 7

25 Grosvenor St., 12th Flr.

Toronto M7A 1Y6

416-965-4425

Financial Services Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

PERSONNEL SERVICES BR

SOL GEN 8

25 Grosvenor St., 1st Flr.

Toronto M7A 1Y6

416-965-6784

Personnel Services Branch performs the personnel functions for the Ministry with the exception of Ontario Provincial Police (OPP) uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA) which is the responsibility of the OPP Career Management Branch. The Personnel Services Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. Personnel Services Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Services Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

PLANNING AND EVALUATION BR

SOL GEN 9

25 Grosvenor St., 11th Flr.

Toronto M7A 1Y6

416-965-5126

Planning and Evaluation Branch provides overall Ministry coordination of strategic planning, evaluation and priority setting. Assists program managers to establish objectives and priorities; develops measures of performance, effectiveness, costs, benefits and statistical techniques. Provides systems development and maintenance services to Ministry agencies. Develops and maintains the Ministry Management By Results (MBR) System; evaluates performance by monitoring input and output through a Quarterly Performance Report and identifies productivity improvements by keeping abreast of research and technological developments in other jurisdictions. Also encourages productivity studies on operations and represents the Ministry at meetings with other agencies and jurisdictions on **statistics, metric conversion** and other special projects.

PUBLIC SAFETY DIVISION

CENTRE OF FORENSIC SCIENCES

25 Grosvenor St.
Toronto M7A 2G8
416-965-2561

SOL GEN 10

The Centre of Forensic Sciences prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of **breathalyzers** and the training of operators (965-9507). Maintains a **library** and provides **educational** programs and materials for persons and agencies using **forensic** science services.

FIRE MARSHAL'S OFFICE FIRE ADVISORY SERVICES

590 Keele St.
Toronto M6N 4X2
416-965-4858

SOL GEN 11

Fire Advisory Services assists **municipalities** in establishing municipal **fire departments**, conducts fire protection **surveys** of municipalities and makes recommendations to municipal councils to improve the standards of fire prevention and fire fighting services. Prepares fire fighting equipment specifications, assists fire departments in developing and improving their fire prevention and fire training programs. Establishes, develops and monitors **Northern Ontario** fire protection programs. Develops related **statistics**.

Headquarters

590 Keele St.
Toronto M6N 4X2
416-965-4858

Dufferin County, Durham Region,
Peel Region, Halton Region, York
Region and Metro Toronto)

Chatham District

169 Forest St.
Chatham N7L 2A7
519-351-3547

(Counties of Essex, Kent and
Lambton)

Belleville District

52 College St. W.
Belleville K8P 2H5
13-962-6391

Counties of Frontenac, Hastings,
Northumberland, Prince Edward,
Lennox and Addington)

Dryden District

278 Wilde St.
Dryden P8N 3A9
807-223-5971

(Districts of Kenora and
Rainy River)

Rockville District

R. #3
Rockville K6V 5T3
3-342-9160

Counties of Leeds & Grenville,
Simcoe and Renfrew)

Kitchener District

c/o Toronto Headquarters
416-965-4858
(Region of Waterloo, Counties
of Oxford, Bruce & Wellington)

London District

322 Admiral Dr.

London N5V 1J1

519-455-6496

(Counties of Elgin, Huron,
Middlesex and Perth)

North Bay District

337 Leonard St.

North Bay P1B 5K5

705-472-5003

(Districts of Manitoulin, Nipissing,
Parry Sound, Sudbury and Region)

Orillia District

14 Dalton Cres. N.

Orillia L3V 5J5

705-325-8204

(District of Muskoka,
Counties of Grey and Simcoe)

Ottawa District

349 Montgomery St.

Vanier K1L 7X1

613-749-4401

(Region of Ottawa-Carleton, Counties
of Prescott & Russell, Stormont,
Dundas & Glengarry)

Peterborough District

Fairbairn St., R.R. #2

Peterborough K9J 6X3

705-748-5062

(Counties of Peterborough,
Victoria and Haliburton)

Sault Ste. Marie District

219 Doncaster Rd.

Sault Ste. Marie P6C 2T7

705-253-9073

(Districts of Algoma and
Sudbury (North West))

St. Catharines District

28 Columbine Cres.

Paris N3L 3K9

519-442-6674

(Regions of Hamilton-Wentworth,
Haldimand-Norfolk,
Niagara, County of Brant)

Thunder Bay District

408 Kingsway

Thunder Bay P7E 2A7

807-623-8981

(District of Thunder Bay)

Timmins District

498 Westmount Blvd.

Timmins P4N 7L5

705-267-5998

(Districts of Cochrane
and Timiskaming)

FIRE MARSHAL'S OFFICE FIRE INVESTIGATIONS

590 Keele St.

Toronto M6N 4X2

416-965-4861

SOL GEN 12

Fire Investigation Services investigates the causes of **fires** in which there has been a **death** or large loss, a possibility of **arson**, or a gaseous explosion. Assists Crown attorneys and coroners dealing with these matters. Fire Investigators can be called directly for fire investigations; their telephone numbers and the areas they serve are listed below. If a fire investigator is not available, notify senior fire investigators at the Toronto address, above, during normal office hours. If investigators are required between 1700 hours on Friday and 0800 hours on Monday and on statutory holidays, requests should be directed to **Regional Dispatch Centres** as listed below:

District No. 1 Cottam

519-839-5177

Weekends & Holidays

Regional Dispatch Centre

Chatham Fire Department

519-352-3660

(County of Essex)

District No. 2 Chatham

519-351-2082

Weekends & Holidays

Regional Dispatch Centre

Chatham Fire Department

519-352-3660

(Counties of Lambton & Kent,
including the village of Grand Bend)*District No. 3 London*

519-455-0460

Weekends & Holidays

Regional Dispatch Centre

Chatham Fire Department

519-352-3660

(Counties of Elgin & Middlesex)

District No. 4 Ingersoll

519-485-5676

Weekends & Holidays

Regional Dispatch Centre

Chatham Fire Department

519-352-3660

(Counties of Oxford, Perth, Brant
and the Region of Haldimand-Norfolk)*District No. 5 Hamilton*

516-383-0156

Weekends & Holidays

Regional Dispatch Centre

Hamilton Fire Department

516-522-1155

Region of Hamilton-Wentworth)

District No. 6 Beamsville

516-563-4674

Weekends & Holidays

Regional Dispatch Centre

Hamilton Fire Department

516-522-1155

Region of Niagara west of
Regional Road #24)*District No. 7 St. Catharines*

416-937-5099

Weekends & Holidays

Regional Dispatch Centre

Hamilton Fire Department

416-522-1155

(Region of Niagara east of
Regional Road #24)*District No. 8 Guelph*

519-824-5406

Weekends & Holidays

Regional Dispatch Centre

Town of Vaughan Fire Dept.

416-832-2281 Ext. 30

(Region of Waterloo, Wellington
County south of No. 9 Highway)*District No. 9 Mount Forest*

416-323-4678

Weekends & Holidays

Regional Dispatch Centre

Town of Vaughan Fire Dept.

416-832-2281 Ext. 30

(Counties of Huron, Bruce, Grey,
Dufferin and Wellington north
of No. 9 Highway)*District No. 10 Newmarket*

519-898-2977

Weekends & Holidays

Regional Dispatch Centre

Town of Vaughan Fire Dept.

416-832-2281 Ext. 30

(Region of York, County of Simcoe
south of a line from Balm Beach to
Coldwater on No. 12 Highway)*District No. 11 Scarborough*

416-284-6524

Weekends & Holidays

Regional Dispatch Centre

Town of Vaughan Fire Dept.

416-832-2281 Ext. 30

(Region of Durham, Victoria
and Peterborough Counties)*District No. 12 Frankford*

613-398-7508

Weekends & Holidays

Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Counties of Northumberland,
Hastings, Lennox and Addington
and Renfrew)

District No. 13 Brockville
613-342-5061
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Counties of Frontenac, Lanark,
Leeds and Grenville including
the Town of Arnprior)

District No. 14 Cornwall
613-528-4576
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Counties of Prescott & Russell
and Stormont, Dundas and Glengarry)

District No. 15 Ottawa
613-745-2736
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Region of Ottawa-Carleton)

District No. 16 Bracebridge
705-645-9122
Weekends & Holidays
Regional Dispatch Centre
Sudbury Fire Department
705-674-8160
(Simcoe County north of a line
from Balm Beach to Coldwater on
No. 12 Highway including the City
of Orillia. Districts of Muskoka,
Parry Sound, Haliburton and
Nipissing south of Highway No. 17)

District No. 17 Espanola
705-869-4412
Weekends & Holidays

Reg. Dispatch Centre, Sudbury Fire Dept.
705-674-8160
(District of: Nipissing n. of Hwy. 17,
Timiskaming & Manitoulin, Sudbury e. of a
line from Massey north ff. the boundary
bet. the Districts of Sudbury & Algoma
and extending north to the northwest corner
of Timiskaming Dist.)

District No. 18 Sault Ste. Marie
705-949-7086
Weekends & Holidays
Regional Dispatch Centre
Sudbury Fire Department, 705-674-8160
(Districts of Algoma, Cochrane
and Sudbury west of a line drawn
from Massey north following the
boundary between the Districts
of Sudbury and Algoma and extending
north to the north-west corner
of the District of Timiskaming)

District No. 19 Thunder Bay
807-577-2266
Weekends & Holidays
Regional Dispatch Centre
Sudbury Fire Department
705-674-8160
(Districts of Thunder Bay,
Rainy River and Kenora)

District No. 20 City of Toronto
Fire Investigators:
R. Chalmers 271-1761
P. Heyerhoff 279-0524
T. Murray 745-1968
I. Renn 622-5338
Weekends & Holidays
Central Dispatch
Toronto Fire Department
416-363-2138

District No. 21 City of
North York, Boroughs of
Scarborough, East York, York,
Etobicoke and the Regions
of Peel and Halton

Fire Investigators:

E. Blough, 846-3329;

L. Boucher, 661-7210

T. Dewhurst, 453-3816;

D. Prowse, 851-3384

Central Dispatch

Etobicoke Fire Department

16-233-5838

FIRE MARSHAL'S OFFICE PUBLIC INFORMATION

SOL GEN 13

90 Keele St.

Toronto M6N 4X2

16-965-4871

The Public Information Section provides information service on **fire** prevention and public **safety**. Releases articles and information to the news media. Supplies **municipal** fire departments with technical, legal and educational publications for public distribution. Publishes fire loss **statistics**. Provides **films** and **audio-visual** materials.

FIRE MARSHAL'S OFFICE TECHNICAL SERVICES,

SOL GEN 14

CONSULTING SERVICES

90 Keele St.

Toronto M6N 4X2

16-965-4851

Technical Services and Consulting Services advises ministries and agencies on and participate in fire legislation standards. Approve results of product tests for **fire safety**. Approve plans for **government-funded buildings**, including institutions and **hotels**. Issue licences to **lightning rod** installers and agents; inspects these installations. Administer the **Ontario Fire Code**.

FIRE MARSHAL'S OFFICE HOTEL FIRE SAFETY SERVICES

SOL GEN 15

York St.

Toronto M7A 2H2

16-965-1982

Inspects hotels for fire safety under the Hotel Fire Safety Act and Regulations. There are about 80 regional offices located throughout the Province. For information call the head office in Toronto at the above address.

FORENSIC PATHOLOGY BR

26 Grenville St.
Toronto M7A 2G9
416-965-1554

SOL GEN 16

Assists in determining the cause of **deaths** in unusual circumstances and in unveiling concealed homicides through **autopsies** and biological and other techniques of **forensic science**. Supervises regional pathologists (who are not necessarily employed by the government but are called upon by coroners when necessary to perform forensic investigations). Supports pathologists' and law enforcement officers' continuing **education** in legal medicine and investigations of sudden deaths.

OFFICE OF THE CHIEF CORONER

26 Grenville St.
Toronto M7A 2G9
416-965-6678

SOL GEN 17

Coroners investigate sudden and unexpected **deaths**; inform the public about prevention of similar deaths; order **autopsies** for medico-legal reasons; conduct **inquests**; sign certificates for **cremation** and for **shipment of bodies** out of Ontario. The office administers the **Human Tissue Gift Act** and the **Anatomy Act** (concerning donation of bodies or parts of bodies for transplants, medical education or scientific research). Adults may give consent by signing donor section of **driver's licence** or donor card available from the Office of the Chief Coroner; orally, during last illness, in presence of at least two witnesses; or in writing. The office inspects **schools** of anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Office of the Chief Coroner listed above or regional coroner listed below.

Regional Coroner

P. O. Box 2297
Orillia L3V 6S2
705-326-8400
(South Georgian Bay Region)

Regional Coroner

275 Ontario St., Ste. 402
Kingston K7K 2X5
613-547-2266
(Eastern Region)

Regional Coroner

P. O. Box 580
St. Catharines L2R 6W8
416-682-9209
(Niagara Region)

Regional Coroner

16 Sequin St., Ste. 9
Parry Sound P2A 1B1
705-746-2123
(Algonquin Region)

Regional Coroner

P. O. Box 604
Sarnia N7T 7J4
519-344-1180
(Southwestern Region)

Regional Coroner

477 Queen St. E.
Sault Ste. Marie P6A 1Z5
705-253-4530
(Northeastern Region)

Regional Coroner

26 Grenville St.
Toronto M7A 2G9
416-965-6678
(Central Region)

Regional Coroner

Box 3000
Dryden P8N 3B3
807-223-6956
(Northwestern Region)

ONTARIO FIRE COLLEGE

SOL GEN 18

P. O. Box 850
Gravenhurst P0C 1G0
705-687-2294

Presents in-residence courses of study for **municipal fire** department officers in fire protection technology. Together with the Ministry of the Solicitor General, Fire Advisory Services, it conducts regional fire training for municipal fire fighters in the basic training skills of fire prevention and fire fighting. It also provides curriculum assistance to county mutual fire aid associations in the development of their fire fighter training programs.

OFFICE OF THE COMMISSIONER
ONTARIO PROVINCIAL POLICE

POLICY ANALYSIS SECRETARIAT
ONTARIO PROVINCIAL POLICE

SOL GEN 19

90 Harbour St.
Toronto M7A 2S1
416-965-2264

The Secretariat serves the Ontario Provincial Police Commissioner's Office in the development of, or response to, policy initiatives in order to assist in a more effective decision making process.

DEPUTY COMMISSIONER - SERVICES
MANAGEMENT DIVISION

PLANNING AND RESEARCH BR
ONTARIO PROVINCIAL POLICE

SOL GEN 20

90 Harbour St.
Toronto M7A 2S1
416-965-2542

The branch objective is to provide a management and operational research and developmental support function to the OPP management and the Ministry in the areas of policy and procedures, manual and automated **systems technology**, **records storage** and maintenance, data processing and **statistical** analysis.

PROPERTIES BR
ONTARIO PROVINCIAL POLICE

SOL GEN 21

90 Harbour St.
Toronto M7A 2S1
416-965-3931

Provides coordinating services to all agencies within the Ministry for **buildings**, **properties**, leasing, parking and **telephone** requirements.

REGISTRATION BR PRIVATE INVESTIGATORS,
SECURITY GUARDS
ONTARIO PROVINCIAL POLICE
125 Lakeshore Blvd. E.
Toronto M5E 1A5
416-965-5814

SOL GEN 22

The Registrar of Private Investigators and Security Guards investigates and approves the **licensing** of agencies that provide the services of **private investigators** and **security guards**. Issues licences to agency employees to act as private investigators or security guards. Ontario Provincial Police (OPP) district headquarters are listed under the OPP Field Operations entry, SOL GEN 40.

REGISTRATION BR CHIEF PROVINCIAL
FIREARMS OFFICER
ONTARIO PROVINCIAL POLICE
125 Lakeshore Blvd. E.
Toronto M5E 1A5
416-965-5525

SOL GEN 23

The Chief Provincial Firearms Officer approves the issuing of **permits** to register and carry **firearms** in Ontario as outlined in the Criminal Code (Canada). This office represents the Solicitor General in all **firearms** matters. Its functions include administration of the **Firearms Business Permit System** (inspection and **licensing** of all **firearms business** outlets, i.e., selling or manufacturing **ammunition** and restricted and non-restricted weapons) and the **Firearms Acquisition Certificate System**, and inspection of **shooting clubs**. Permits and acquisition certificates are issued by municipal police forces in municipalities exceeding 15,000 in population. In smaller communities, contact the local Ontario Provincial Police (OPP) detachment (see list under the OPP Field Operations entry, SOL GEN 40).

STAFF INSPECTIONS BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4434

SOL GEN 24

Staff Inspections Branch audits the programs and activities of the Ontario Provincial Police to ensure that the requirements of the **Police Act** and internal policy guidelines are adhered to. It also undertakes internal investigations, special studies and assignments.

STAFF SERVICES DIVISION

COMMUNITY SERVICES BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4474

SOL GEN 25

Community Services Branch administers **crime** prevention and **safety** programs and provides public relations and information services for the Ontario Provincial Police (OPP) force. Program delivery is handled by the Field Offices listed under the Ministry of the Solicitor General OPP Field Operations entry, SOL GEN 40. The branch also adminis-

ters the **Complaints Bureau** (965-0282) which handles all complaints concerning the Ontario Provincial Police.

QUARTERMASTER STORES BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4485

SOL GEN 26

The branch is responsible for stocking and distributing items of uniform and equipment as well as forms used by the Ontario Provincial Police (OPP), the **Ontario Government Protective Service**, Native peoples policing and auxiliary police. Maintains a repository for **weapons** seized by police forces throughout the Province and which have been cleared by the courts for disposal. OPP district headquarters are listed under the OPP Field Operations entry, SOL GEN 40.

RECORDS AND IDENTIFICATION BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4456

SOL GEN 27

Maintains Ontario Provincial Police (OPP) major occurrences and administrative files and provides varityping, printing and mail services for the OPP. Has a **Crime Index Unit** which records and disseminates data on criminal activities and criminals to assist in identifying perpetrators of unsolved crime. The Forensic Identification Services Unit provides a service to various branches of the OPP, field identification units and other law enforcement agencies in forensic identification and has an Argon ion laser for fingerprint detection. The Photographic Laboratory maintains a complete graphic arts and photographic service for the OPP; is a resource centre for photographic equipment testing and evaluation of materials; operates an automated colour processing laboratory for the OPP; produces **audio visual** programs for the OPP and other ministries; and provides a drafting and design service. On behalf of the Ontario Police Commission, the Suspension Control Centre is housed within the Records and Identification Branch. This centre provides driver licence suspension information to police forces within the Province.

TELECOMMUNICATIONS BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4445

SOL GEN 28

Provides a **communications** system to the Ontario Provincial Police (OPP) by the operation of the OPP **radio** system, an OPP-wide teletype network, **Canadian Police Information Centre** (CPIC) computer terminals (965-4773) and the **Police Automated Registration Information System** (PARIS). The branch is responsible for the proper maintenance and auditing of these systems, for maintenance and improvement of the radio system and for the procurement and maintenance of radar **speed** metering equipment.

TRANSPORT BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4477

SOL GEN 29

Provides and maintains the mobile equipment to meet Ontario Provincial **Police** (OPP) **transportation** needs. There is a branch garage at the OPP district headquarters in Thunder Bay (807-344-8421) and another in Kenora (807-468-8971). OPP district headquarters are listed under the OPP Field Operations entry, SOL GEN 40.

STAFF DEVELOPMENT DIVISION

CAREER MANAGEMENT BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4468

SOL GEN 30

Administers **personnel** services to the Ontario Provincial Police (OPP) such as: uniformed personnel recruitment, manpower administration, staff development, staff relations and counselling services. The Manpower Administration Section (965-8120) provides uniformed staff recruitment, manpower deployment and statistics, and uniformed staff personnel records. The Career Planning Section (965-4468) provides staff development, management training courses, a central **library** for staff use, promotional process-performance reviews and position description maintenance. Staff Relations Section provides services to OPP staff and families, counselling for employees with various problems which affect performance, and liaison with **Ontario Provincial Police Association** (965-8406).

TRAINING CENTRE
ONTARIO PROVINCIAL POLICE
Queen St. S., & McLaughlin Rd. N.
Box 266, Brampton L6V 2L1
416-459-4193

SOL GEN 31

Provides **police** training courses for OPP force members at all levels including **motorcycle**, marine, search and rescue, police **dog** training and diver training. Coordinates the attendance of members at training courses conducted by other agencies.

DEPUTY COMMISSIONER - OPERATIONS SPECIAL SERVICES DIVISION

ANTI-RACKETS BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8117

SOL GEN 32

Provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar **crime**, frauds, rackets, schemes, counterfeiting and forgery. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 40.

CRIMINAL INVESTIGATION BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8105

SOL GEN 33

Provides assistance to all **police** forces in Ontario and to other Ontario government agencies in the investigation of serious **criminal** activities. District headquarters and detachments are listed under OPP Field Operations entry, SOL GEN 40.

INTELLIGENCE BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8108

SOL GEN 34

Collects and disseminates police information relating to organized **crime**. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 40.

SECURITY BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8111

SOL GEN 35

Provides police security for top government officials and visiting dignitaries. Provides expertise on all aspects of physical **security** to Ontario government ministries. The **Ontario Government Protective Services** provides uniformed **security guards** to patrol Ontario Government **buildings** in Metro Toronto.

SPECIAL INVESTIGATIONS BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8114

SOL GEN 36

The branch provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies. Drug Enforcement Section (965-8114) conducts investigations concerning the suppression of illegal **drugs**. Liquor Laws Enforcement Section (965-8114) conducts investigations relating to **liquor** law infractions. Anti-Gambling Section (965-8114) deals with control of **gambling** and improprieties in thoroughbred and standardbred **horse racing**. The branch is involved with control of **pornography** (965-1736). Auto Theft Section (965-8049) conducts investigations concerning all thefts of **motor vehicles** including organized vehicle thefts rings and expert vehicular (or parts) identification. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 40.

FIELD DIVISION

FIELD ADMINISTRATION BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4890

SOL GEN 37

Field Administration Branch provides administrative advice and assistance to the 16 Ontario Provincial Police (OPP) District headquarters and OPP detachments. The branch is responsible for **manpower** deployment, administration of field budgets and Detachment Planning Program in all OPP jurisdictions. Also coordinates the activities of the **Helicopter** Section.

The Indian and Municipal Policing Services Section (965-4308) is part of this branch. It is responsible for **Native peoples** policing in Ontario. Programs include the appointments of special constables at the request of **Indian Band Councils** to **police** their particular reserves. The Ontario Provincial Police (OPP) administers the training, salary and equipment of the special constables through the provisions of the **federal-provincial** cost-sharing agreement. Municipal policing involves the drawing up of contracts with **municipalities** which have opted for policing by OPP rather than maintain their own force, and other related matters. District headquarters and detachments are listed in the OPP Field Operations entry, SOL GEN 40.

FIELD SUPPORT SERVICES BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4400

SOL GEN 38

Field Support Services Branch administers the OPP **Auxiliary Police** program. Members of the auxiliary are utilized to augment the regular force and to assist with regular police duties. Those interested may apply at the local Ontario Provincial Police (OPP) detachment. Requirements to become a member of the OPP Auxiliary are similar to those of the regular force. The branch monitors the training and operational aspects of regular force Tactics and Rescue Units, Canine teams, S.C.U.B.A. teams, Marine units, Explosives Disposal Units, Pipe Band (OPP Pipes & Drums). Coordinates and liaises with OPP Training Branch on the selection of force **personnel** for specialized courses. Coordinates and liaises with the Ministry of Natural Resources on **flood** control advisory information. OPP district headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 40.

TRAFFIC DIVISION

TRAFFIC INVESTIGATIONS BR
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-5444

SOL GEN 39

The branch enforces **vehicle traffic** laws. Investigates complaints about all aspects of traffic and analyzes **motor vehicle accidents**, from the point of view of traffic law enforcement, to determine how to make **highways** safer. District headquarters and detachments

are listed under the OPP Field Operations entry, SOL GEN 40. In case of an emergency, the OPP can be contacted through the telephone operator by asking for Zenith 50000.

OPP FIELD OPERATIONS

OPP FIELD OPERATIONS

SOL GEN 40

The Ontario Provincial Police (OPP) field operations are undertaken through 16 district headquarters and about 186 detachments listed below. The district commander is responsible for OPP activities within each district and heads an internal administration unit. Each district headquarters has **criminal**, **traffic** and identification units and a community services coordinator. With the exception of the community services coordinator, district headquarters personnel primarily provide internal supervision and support for the OPP detachments.

The community services coordinator supervises the activities of community services officers at the detachment level and also attends **schools** and public functions to inform citizens on **crime** prevention, **safety** and other police oriented matters. The coordinator is a local contact for the media.

Detachment personnel provide enforcement and investigative policing services within their particular detachment area. In **emergencies**, the OPP can be contacted through the telephone operator by asking for Zenith 50000.

DISTRICT HEADQUARTERS

20 Rose St.

Box 550

Barrie L4M 4T7

705-726-2220

(District #7)

400 North Front St.

Box 148

Belleville K8N 4Z9

613-968-5547

(District #9)

1160 North Shore Blvd. E.

Box 5021

Burlington L7R 3Y8

416-681-2591

(District #3)

317 Queen St.

Box 990

Chatham N7M 5L6

519-352-7660

(District #1)

222 Water St.

Box 1080

Kenora P9N 3X7

807-468-3357

(District #17)

823 Exeter Rd.

Box 3143

London N6A 4J4

519-681-0851

(District #2)

Mille Roches Rd.

Box 430

Long Sault K0C 1P0

613-534-2209

(District #11)

630 Main St. N.

Box 250

Mount Forest N0G 2L0

519-323-4070

(District #6)

Cor. Chippewa & Rose Ave.
Box 686
North Bay P1B 8J8
705-476-5200
(District #12)

75 Dufferin St.
Box 160
Perth K7H 3E3
613-267-6780
(District #10)

Highway 7
Box 477
Peterborough K9J 6Z6
705-748-5522
(District #8)

740 Great Northern Rd.
Box 399
Sault Ste. Marie P6A 5M1
705-254-4361
(District #14)

Highway 101
Box 700
South Porcupine P0N 1H0
705-235-3255
(District #15)

20 Young St. S.
Box 666
Sudbury P3E 4R6
705-675-1361
(District #13)

489 N. Algoma St.
Box 3080
Thunder Bay P7B 5G5
807-344-0891
(District #16)

Highway 401 & Keele St.
Box 327
Downsview M3M 3A6
416-248-3151
(District #5)

DETACHMENTS

Box 965
Alliston L0M 1A0
705-435-5531

Box 640
Almonte K0A 1A0
613-256-2222

Box 23
Malden Twp.
Amherstburg N9V 2Z2
519-736-3483

Loyalist Plaza
3 Manitou Cres. W.
Amherstview K7N 1S3
613-389-8601

Box 10
Apsley K0L 1A0
705-656-4431

Box 10
Armstrong P0T 1A0
807-583-2394

Box 130
Atikokan P0T 1C0
807-597-2120

Box 281
Bala P0C 1A0
705-762-3304

Box 640
Bancroft K0L 1C0
613-332-2112

Box 550
Barrie L4M 4T7
705-726-6484

Beardmore, Ont
Beardmore P0T 1G0
807-875-2125

Box 860
Beaverton L0K 1A0
 705-426-7366

Box 308
Belle River N0R 1A0
 519-728-1810

Box 148
Belleville K8N 4Z9
 613-968-6495

Box 387
Blenheim N0P 1A0
 519-676-3300

Box 400
Blind River P0R 1B0
 705-356-2244

Box 510
Bracebridge P0B 1C0
 705-645-2211

Box 220
Bradford L0G 1C0
 416-775-3326

Box 334
Brantford N3T 5N3
 519-753-4161

Box 334
 Brantford Twp.
Brantford N3T 5N3
 519-753-4161

Box 117
Brighton K0K 1H0
 613-475-1313

Parkdale Ave.
Brockville K6V 5T6
 613-345-1790

Box 514
Burk's Falls P0A 1C0
 705-382-2015

Box 5021
Burlington L7R 3Y8
 416-681-2511

Box 790
Campbellford K0L 1L0
 705-653-2121

Box 337
Casselton K0A 1M0
 613-764-5415

Box 148
Cayuga N0A 1E0
 416-772-3322

Box 70
Central Patricia P0V 3A0
 807-928-2211

Box 250
Chapleau P0M 1K0
 705-864-1715

Box 990
Chatham N7M 5L6
 519-352-1122

Box 329
Coboconk K0M 1K0
 705-454-3311

Box 8
Cobourg K9A 4K2
 416-372-5421

Box 98
Cochrane P0L 1C0
 705-272-4391

6 Lionel Ave.
Dowling P0M 1R0
 705-855-4525

Box 327
Downsview M3M 3A6
 416-248-3151

Box 550
Dryden P8N 2Z2
807-223-2221

General Delivery
Dubreuilville P0S 1B0
705-884-2862

Box 9
Dutton N0L 1J0
519-762-2833

Ear Falls P0V 1T0
807-222-3112

Third St.
Elk Lake P0J 1G0
705-678-2226

Box 201
Elliot Lake P5A 2J7
705-848-2738

Box 189
Elmvale L0L 1P0
705-322-2424

Box 353
Emo P0W 1E0
807-482-2070

Fifth Ave., Box 1019
Englehart P0J 1H0
705-544-2233

Box 1123
Espanola P0P 1C0
705-869-1211

Box 910
Essex N8M 2Y2
519-776-5276

Box 1720
Exeter N0M 1S0
519-235-1300

Box 160
Foleyet P0N 1T0
705-899-2456

Box 130
Forest N0N 1J0
519-873-2349

Box 576
Gananoque K7G 2V1
613-382-2195

Geraldton P0T 1M0
807-854-1333

Box 306
Glencoe N0L 1M0
519-287-2620

Box 6
Goderich N7A 3Y5
519-524-8314

Box 40
Gogama P0M 1W0
705-894-2345

Box 224
Gore Bay P0P 1H0
705-282-2621

General Delivery
Grassy Narrows P0X 1B0
807-925-2221

218 Bristol St.
Guelph N1H 3M4
519-822-7250

Box 458
Haileybury P0J 1K0
705-672-3323

Box 305
Hawkesbury K6A 2R9
613-632-2729

Box 608
Hearst P0L 1N0
705-362-4245

Box 10
Hornepayne P0M 1Z0
807-868-2315

Box 1056
Huntsville P0A 1K0
 705-789-5551

Box 158
Ignace P0T 1K0
 807-934-2265

Box 388
Iroquois Falls P0K 1E0
 705-232-4087

Box 10
Kakabeka Falls P0T 1W0
 807-577-4226

Kaladar K0H 1Z0
 613-336-2244

Box 277
Kapuskasing P5N 2Y4
 705-335-2238

Box 160
Kemptville K0G 1J0
 613-258-3441

Box 1080
Kenora P9N 3X7
 807-468-8971

Box 119
Killaloe K0J 2A0
 613-757-2600

Killarney P0M 2A0
 705-287-2881

295 Victoria St. S.
Kincardine N0G 2G0
 519-396-3341

Box 37, Stn. 'A'
Kingston K7M 6P9
 613-384-2400

504 Division Rd. N.
 Gosfield South Twp.
Kingsville N9Y 2Y9
 519-733-2345

Box 246
Kirkland Lake P2N 3H7
 705-567-5355

Box 276
Kitchener N2G 3X9
 519-744-8131

Box 160
Lancaster K0C 1N0
 613-347-2449

21 Angeline St. N.
Lindsay K9V 5B7
 705-324-6741

Box 70
Lion's Head N0H 1W0

Box 160
Listowel N4W 3H2
 519-291-1414

Box 490
Little Current P0P 1K0
 705-368-2200

Box 3143
London N6A 4J4
 519-681-0300

Box 218
Longlac P0T 2A0
 807-876-2248

Box 430
Long Sault K0C 1P0
 613-534-2223

Box 269
Lucan N0M 2J0
 519-227-4423

Box 490
Madoc K0K 2K0
 613-473-4234

Manitouwadge P0T 2C0
 807-826-4641

Box 39
Manitowaning POP 1N0
705-859-3155

Box 909
Manotick K0A 2N0
613-692-2525

Box 490
Marathon P0T 2E0
807-229-0220

Box 433
Markdale N0C 1H0
519-986-2211

Box 602
Matheson P0K 1N0
705-273-2213

770 John St.
Mattawa P0H 1V0
705-744-5503

Box 430
Maxville K0C 1T0
613-527-2124

Box 1028
Meaford N0H 1Y0
519-538-1220

Box 27
Merlin N0P 1W0
519-689-4254

Box 250
Midland L4R 4K8
705-526-3761

Box 130
Millbrook L0A 1G0
705-932-2913

203 Steeles Ave.
Milton L9T 1Y1
416-878-2307

Box 1
Minaki P0X 1J0
807-224-3341

Box 188
Mindemoya POP 1S0
705-377-5386

Box 58
Minden K0M 2K0
705-286-1431

Box 278
Moosonee P0L 1Y0
705-336-2320

Box 667
Morrisburg K0C 1X0
613-543-2949

630 Main St. N.
Mount Forest N0G 2L0
519-323-3130

Box 119
Nakina P0T 2H0
807-329-5364

470 Centre St.
Napanee K7R 1P8
613-354-3369/354-2123

Box 8
Nestor Falls P0X 1K0
807-484-2190

Box 280
Newcastle L0A 1H0
416-987-4060

Box 358
Niagara Falls L2E 6T8
416-356-1311

Box 189
Nipigon P0T 2J0
807-887-2637

Box 96
Noelville P0M 2N0
 705-898-2211

Box 686
North Bay P1B 8J8
 705-472-4343

Box 390
Oak Ridges L0G 1P0
 416-773-5281

Box 206
Orillia L3V 6J3
 705-326-3536

Box 11-160, Stn. H
Ottawa K2H 7T9
 513-828-9171

Box 486
Owen Sound N4K 5P7
 519-376-3433

Box 67
Parkhill N0M 2K0
 519-294-6242

35 Tudhope St.
Parry Sound P2A 2X5
 705-746-4225

Box 185
Pembroke K8A 6X3
 513-735-0188

Box 160
Perth K7H 3E3
 513-267-2626

Box 477
Peterborough K9J 6Z6
 705-742-0401

Box 400
Petrolia N0N 1R0
 519-882-1011

Box 1490
Picton K0K 2T0
 613-476-2151

Box 460
 Grand Bend
Pinery Park N0M 1T0
 519-243-2735

Box 39
Port Burwell N0J 1T0
 519-874-4433

49 S. Service Rd.
 Mississauga
Port Credit L5G 2R8
 416-278-6131

Box 68
Port Rowan N0E 1M0
 519-586-3526

Box 99
Powassan P0H 1Z0
 705-724-2016

Box 399
Prescott KOE 1T0
 613-925-4221

Box 10
Rainy River P0W 1L0
 807-852-3972

Howey St.
Red Lake P0V 2M0
 807-727-2418

532 Stewart St. N.
Renfrew K7V 1Y6
 613-432-5811

Box 730
Ridgetown N0P 2C0
 519-674-5496

350 Springfield Rd.
Rockcliffe Park K1M 0K7
 613-749-9220

Box 520
Rockland K0A 3A0
613-446-5124

Box 149
Rolphton K0J 2H0
613-586-2283

Box 1057
St. Catharines L2R 7A3
416-684-7433

Box 173
St. Thomas N5P 3T7
519-631-2920

Box 399
Sault Ste. Marie P6A 5M1
705-254-1415

Box 400
Schreiber P0T 2S0
807-824-2333

Box 271
Seaforth N0K 1W0
519-527-0700

Box 38
Sebringville N0K 1X0
519-393-6123

R.R. 2
Kaministikwia
Shabaqua P0T 1X0
807-933-4462

Box 220
Sharbot Lake K0H 2P0
613-279-2195

Box 519
Shelburne L0N 1S0
519-925-3838

Box 366
Simcoe N3Y 4L2
519-426-3434

Box 128
Sioux Lookout P0V 2T0
807-737-2020

Box 355
Sioux Narrows P0X 1N0
807-226-5211

Box 880
Smooth Rock Falls P0L 2B0
705-338-2711

Snelgrove
Snelgrove L0P 1M0
416-846-5644

Box 130
Sombra N0P 2H0
519-892-3404

Box 700
South Porcupine P0N 1H0
705-235-3345

Box 220
Spanish P0P 2A0
705-844-2424

Box 970
Stayner L0M 1S0
705-428-3134

Box 130, Britt
Still River P0G 1A0
705-383-2231

Box 69
Strathroy N7G 3J1
519-245-2323

Box 1000
Sturgeon Falls P0H 2G0
705-753-2990

Box 666
Sudbury P3E 4R6
705-675-1361

917 Lesperance Rd.
Tecumseh N8N 1W9
 519-735-2424

Box 340
Temagami P0H 2H0
 705-569-3633

Box 160
Thessalon P0R 1L0
 705-842-3243

Box 3080
Thunder Bay P7B 5G5
 807-344-8421

Box 96
Tillsonburg N4G 4H3
 519-842-3633

Upsala P0T 2Y0
 807-986-2211

Box 159
 McGarry Twp
Virginiatown P0K 1X0
 705-634-2151

Box 159
Virginiatown P0K 1X0
 705-634-2151

Highway 17
Vermilion Bay P0V 2V0
 807-227-2024

Box 247
Walkerton N0G 2V0
 519-881-3130

805 Murray St.
Wallaceburg N8A 1W5
 519-627-1401

Box 100
Warren P0H 2N0
 705-967-2913

Box 140
Wasaga Beach L0L 2P0
 705-429-3575

Box 19
Wawa P0S 1K0
 705-856-2233

Box 99
Welland L3B 5P2
 416-732-1368

Box 31
Westport K0G 1X0
 613-273-2812

98 Carp
West Carleton K0A 1L0
 613-839-5566

Box 81
Wheatley N0P 2P0
 519-825-4313

Box 57
Whitby L1N 5R7
 416-668-3388

Box 249
White River P0M 3G0
 807-822-2112

Box 131
Whitney K0J 2M0
 705-637-2622

Box 460
Wiarton N0H 2T0
 519-534-1323

Box 423
Winchester K0C 2K0
 613-774-2603

Box 24
Wingham N0G 2W0
 519-357-1331

Box 38
Woodstock N4S 7W5
519-539-9811

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO POLICE ARBITRATION COMMISSION

SOL GEN 41

25 Grosvenor St.
Toronto M7A 2H3
416-965-3348

The Ontario Police Arbitration Commission under the **Police Act** is responsible for monitoring and evaluating the effectiveness of the **police arbitration** system and making recommendations for its improvement.

ONTARIO POLICE COMMISSION

SOL GEN 42

25 Grosvenor St.
Toronto M7A 2G9
416-965-6071

The **Ontario Police Commission** functions as an advisory and supervisory body for all police forces in Ontario. It has quasi-judicial powers in matters dealing with **police discipline, misconduct** and certain other aspects of policing. The Commission promotes efficiency in Ontario Police Forces, through advisory and inspection services, training, crime intelligence, technical services and disciplinary services. It advises Boards of Commissioners of Police, municipal councils, Chiefs of Police and the Solicitor General on all matters pertaining to police and policing. •

ONTARIO POLICE COMMISSION TECHNICAL SERVICES

SOL GEN 43

25 Grosvenor St.
Toronto M7A 2G9
416-965-3281

The branch provides technological support and advice for all accredited **police** forces in Ontario. Program Development Section is involved in **Computer Assisted Dispatch and Records Entry (CADRE)**, **Canadian Police Information Centre (CPIC)** network management, **computer** systems for police and digital **communications** technology. Communications Services assists in upgrading voice communications facilities for the **Integrated Radio Services Program (IRSP)**. Administers **grants** to police forces of **municipalities** for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as the Canadian Police Information Centre (CPIC).

ACTS

SOL GEN 44

The following is a list of Acts administered by the Solicitor General. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Anatomy Act
 Coroners Act
 Egress from Public Buildings Act
 Fire Accidents Act
 Fire Departments Act
 Fire Fighters' Exemption Act
 Fire Marshals Act
 Hotel Fire Safety Act
 Human Tissue Gift Act
 Lightning Rods Act
 Metropolitan Police Force Complaints Project Act, 1981 (self-repealing 3 years after
 coming into force)
 Ministry of the Solicitor General Act
 Ontario Society for the Prevention of Cruelty to Animals Act
 Police Act
 Private Investigators and Security Guards Act
 Public Works Protection Act
 Retail Business Holidays Act

MINISTRY OF TOURISM AND RECREATION

1200 Bay St., 12th Flr.

Toronto M5R 2A5

On February 13, 1982, Premier William Davis announced the creation of the new Ministry of Tourism and Recreation. The new Ministry will take over the tourism components of the former Ministry of Industry and Tourism, in addition to the recreational and lottery components of the former Ministry of Culture and Recreation.

COMMUNICATIONS BRANCH

MTR 1

Hearst Block, 900 Bay St., 3rd Flr.

Queen's Park, Toronto

416-965-7680

Provides information service for the Ministry. Establishes the Ministry's communications policy and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, news releases and providing promotional and public relations support to the various programs and agencies of the Ministry.

DIVISION OF TOURISM

TOURISM DEVELOPMENT BR

MTR 2

900 Bay St., 3rd Flr., Hearst Block

Queen's Park, Toronto M7A 2E1

416-965-1542

The branch contributes to sound growth of **tourism** with programs designed to help existing and potential tourist facilities operators and investors through two functions: industry improvement and planning. The industry improvement function provides technical and **business** counselling to **investors** and entrepreneurs; provides information on **financial assistance** through the Ontario Development Corporations; prepares planning and management **manuals** (e.g., operation of ski and other resorts, camps, marinas). Planning involves the preparation and publicity of **research** studies (965-7846) to identify potential **investment** and development opportunities of interest to the private sector. Branch services are delivered from Queen's Park and the Ministry's field offices listed under the Tourism Operations Br entry, MTR 5.

TOURISM MARKETING BR

MTR 3

900 Bay St., 3rd Flr., Hearst Block

Queen's Park, Toronto M7A 2E1

416-965-5764

The branch promotes Ontario **tourism** and use of Ontario facilities for sales meetings and conventions. Tourism marketing, geared to the individual tourist and the travel trade, is conducted in domestic and international markets. Activities include mass **advertising** and promotion in the media; preparation of tourism publications; programs to expand sales of Ontario tours, packages and facilities by travel agents and operators; **travel** counselling; special promotions and on-going counsellor training; distribution of travel **films** produced by the Ministry. The **Tourism Marketing Information Services Section** (965-5725) maintains a tourism data base and related information service for the industry and pro-

vides tourism **research** to support and direct Ministry activities. For conventions and sales meetings, call collect 965-4354; for travel trade information, agents and operators can call collect 965-9991.

TOURISM MARKETING BR ONTARIO TRAVEL INFORMATION

MTR 4

900 Bay St., Rm. M1-34, Macdonald Block

Queen's Park, Toronto M7A 2E5

416-965-4008

416-965-3448 (French Inquiries)

All other areas:

1-800-268-3735 from Canada

1-800-268-3736 from Canada (French Inquiries)

1-800-462-8404 from New York State

1-800-828-8585 from other continental U.S. locations

Ontario Travel Information provides Ontario **travel** counselling to the public. Supplies information and publications on tourist attractions, **accommodations**, **campgrounds** and **parks** (including **hiking** trails, **canoe** outfitters), events, **festivals**, **exhibitions** and package **tours**, **hunting**, **fishing**, **boating**, **skiing** and other winter activities. Distributes road and tourist **maps**. Reports on up to date ski and winter **road** conditions, **campground** vacancies and areas where autumn scenery can be enjoyed. Operates twelve travel information centres year-round, ten seasonal travel centres open from mid-May to Labour Day, and 18 centres in **service centres** along Highway 401 open in July and August. All border crossing centres provide currency exchange. The travel centres are listed below.

OPEN ALL YEAR

Highway 400 Northbound
south of Barrie
Barrie

5355 Stanley Ave.
West on Hwy 420
from Rainbow Bridge
Niagara Falls

Brookdale Ave. at
Seaway International Bridge
Cornwall

At foot of Blue Water Bridge
Sarnia

100 Goderich St.
near Peace Bridge
Fort Erie

120 Huron St. at
International Bridge
Sault Ste. Marie

283 Church St.
2 Blocks from
International Bridge
Fort Frances

Toronto Eaton Centre
220 Yonge St., Level One and
900 Bay St. at Wellesley
Macdonald Block, 1st Flr.
Toronto

Hwy. 417
Hawkesbury East

110 Park St. E.
at Windsor-Detroit tunnel
and
1235 Huron Church Rd.
east of Ambassador Bridge
Windsor

OPEN MID-MAY TO LABOUR DAY

Perley Interprovincial Bridge
Hawkesbury

Highway 137 at 1000 Islands
Bridge
Hill Island

Highway 17, west of Kenora
Kenora

Highway 401 and
Highway 2, east of Lancaster
Lancaster

Canada's Wonderland
Hwy. 400
Maple

56 Sparks St.
Ste. 404
Ottawa

International Bridge Exit
Pigeon River

Prescott-Ogdensburg Bridge
Prescott

International Bridge Exit
Rainy River

Garden City Skyway on
Queen Elizabeth Way
St. Catharines

TOURISM OPERATIONS BR
900 Bay St., 3rd Fl., Hearst Block
Queen's Park, Toronto M7A 2E5
416-965-3475

MTR 5

Tourism Operations Branch has **tourism** industry consultants throughout Ontario. Field staff provide consulting services on all phases of the tourism industry to existing or potential owners/operators of tourism establishments. They also work with **municipal** officials on tourism matters and assist local tourism organizations to expand their programming. The branch manages the **Ontario Travel Association Program** and assists with the implementation of various tourism programs. **Licences** are issued to certain tourist accommodation establishments that are not licenced by the Liquor Licence Board. The branch coordinates the Ministry's **youth employment** program. There are 18 Ministry field offices in the Province, listed below.

143 Parkedale Ave.
Brockville K6V 6B2
613-342-5522
For toll-free number check
blue pages of telephone directory

114 Main St. E.
Huntsville P0A 1K0
705-789-4448
If long distance ask Operator
for Zenith 59130

283 Church St.
Fort Frances P9A 3N1
807-274-3259
If long distance ask Operator
for Zenith 59130

808 Robertson St.
Kenora P9N 3X9
807-468-6481
If long distance ask Operator
for Zenith 59130

1055 Princess St., Ste. 308
Kingston K7L 5T3
613-547-2248
If long distance ask Operator
for Zenith 59130

305 King St. W.
Kitchener N2G 1B9
519-744-6391
If long distance ask Operator
for Zenith 59130

195 Dufferin St., Ste. 607
London N6A 1K7
519-433-8105
If long distance dial
1-800-265-4743

1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-472-9660
For toll-free number check
blue pages of telephone directory

73 Mississaga St. E.
Orillia L3V 6K2
705-325-1363
If long distance ask Operator
for Zenith 59130

56 Sparks St., Ste. 404
Ottawa K1P 5A9
613-566-3703
If long distance ask Operator
for Zenith 59130

1131 Second Ave. E., Ste. 104
Nor-Towne Plaza
Owen Sound N4K 2J1
519-376-3875
If long distance ask Operator
for Zenith 59130

139 George St. N.
Peterborough K9J 3G6
705-742-3459
For toll-free number check
blue pages of telephone directory

15 Church St., Ste. 401
St. Catharines L2R 3B5
416-684-2345
If long distance ask Operator
for Zenith 59130

120 Huron St.
Sault Ste. Marie P6A 1P8
705-253-1103
If long distance ask Operator
for Zenith 59130

199 Larch St., 4th Flr.
Sudbury P3E 5P7
705-675-4330
If long distance dial
1-800-461-1196

435 James St. S.
Thunder Bay P7C 5G6
807-475-1325
If long distance ask Operator
for Zenith 59130

273 Third Ave., Ste. 200
Timmins P4N 1E2
705-264-5393
If long distance ask Operator
for Zenith 59130

250 Windsor Ave.
Windsor N9A 6V9
519-252-3475
If long distance dial
1-800-265-1345

DIVISION OF RECREATION

COMMUNITY PROGRAMS

MTR 6

77 Bloor St. W., 8th Flr.

Toronto M7A 2R9

416-965-0617

Community Programs represents the Ministry throughout the Province by delivering and communicating Ministry programs and services to the public.

The primary role of Community Programs is to guide, counsel and consult with municipal and community organizations and interest groups involved in **recreational**, sports and fitness activities to ensure that existing programs reflect the participants' needs, that new needs can be identified and interests can be developed. Community Programs promotes **community development** and organizational skills and encourages and supports **leadership training** programs. Community Programs staff are a communications link between the communities in which they work and the Ministry's program specialists in Queen's Park.

Consultants also administer Ministry **grants** to recreational, sports and fitness organizations for the following: **recreation** programs (Regulation 200; to be changed to Regulation 653); community **recreation centres** (**Community Recreation Centres Act**); non-profit **camps** (Regulation 70/76); **Wintario**; summer **youth employment** for **students**; special projects. Consultants also administer discretionary funds for: **leadership training** programs; skill training programs; **organizational development**; communications projects; workshops, seminars, meetings; resource consultation to groups; experimental projects. Consultants meet with groups to explain what funding programs exist and the criteria governing them. They help in developing applications and make recommendations for groups' eligibility.

Six regional planning areas, headed by regional managers, are divided into districts coordinated by district supervisors, with geographic areas, each served by community consultants. There are 18 Ministry field offices in the Province listed below.

CENTRAL EAST REGION

*Regional Office and
French Language Unit*
700 Bay St., 8th Flr.
Toronto M7A 2R9
416-965-0283

District Office
700 Bay St.
Toronto M7A 2R9
416-965-0286
If long distance ask
operator for Zenith 55430
(Boroughs of Scarborough
& Etobicoke, City of North York
Region of Peel)

District Office
700 Bay St.
Toronto M7A 2R9
416-965-9940
(City of Toronto,
Boroughs of York & East York)

District Office

114 Worsley St.

Barrie L4M 1M1

705-737-3301

If long distance dial

1-800-461-4499

Simcoe County,

District of Muskoka,

York Region)

District Office

805 Stewart St.

Peterborough K9J 3N2

705-748-3711

If long distance dial

1-800-461-7629

Peterborough County,

Haliburton County,

Northumberland County,

Victoria County,

Durham Region)

CENTRAL WEST REGION

Regional Office & District Office

Ontario Government Bldg.

19 King St. W., 8th Flr.

Box 2112

Hamilton L8N 3Z9

16-521-7229

If long distance ask

operator for Zenith 57900

Regional Municipality of Halton,

Regional Municipality of Hamilton

Ventworth)

District Office

1 King St., Ste. 301

t. Catharines L2R 3H7

16-688-6472

For toll-free number see

blue pages in telephone directory

Regional Municipality of

Niagara, Regional Municipality of

Waldimand-Norfolk)

District Office

55 Erb St. E., Ste. 307

Waterloo N2J 4K8

519-886-3520

For toll-free number see

blue pages in telephone directory

(Regional Municipality

of Waterloo, Wellington & Dufferin

Counties, Brant County)

EASTERN REGION

Regional Office

1 Nicholas St., 11th Flr.

Ottawa K1N 7B7

613-566-3721

District Office

1 Nicholas St.

Ottawa K1N 7B7

613-566-3725

(Ottawa Carleton)

District Office

1 Nicholas St.

Ottawa K1N 7B7

613-566-3728

If long distance dial

1-800-267-1910

(Ottawa Valley, Prescott

Russell, Glengarry, Stormont

Dundas, Lanark, Renfrew)

District Office

280 Pinnacle St., Ste. 3

Belleville K8N 3B1

613-968-3474

If long distance ask

operator for Zenith 92500

(Hastings & Prince Edward,

Frontenac)

1055 Princess St., 3rd Flr.

Kingston K7L 5T3

613-547-2235

If long distance ask

operator for Zenith 81610

(Frontenac, Leeds & Grenville,

Lennox & Addington)

NORTHEASTERN REGION

Regional Office, District Office
215 Oak St. E., 2nd Flr.

North Bay P1B 1A2

705-474-3821

If long distance dial

1-800-461-9563

(Districts of Temiskaming South,
Parry Sound & Nipissing)

22 Wilcox St., 2nd Flr.

Timmins P4N 3K6

705-267-7117

For toll-free number see
blue pages in telephone directory
(Cochrane & Temiskaming North)

District Office

Elgin Tower

390 Bay St.

Sault Ste. Marie P6A 1X2

705-942-3751

If long distance dial

1-800-461-2409

(District of Algoma
except North Shore)

District Office

199 Larch St., 4th Flr.

Sudbury P3E 3Z8

705-675-4346

If long distance dial

1-800-461-4004

(Manitoulin, North Shore,
Mississauga Reserve,
Regional Municipality of Sudbury)

NORTHWESTERN REGION

Regional Office & District Office
1825 Arthur St. E.

Thunder Bay P7E 5N7

807-475-1255

If long distance dial

1-800-465-6939

(Thunder Bay District)

District Office

479 Government Road

P.O. Box 3000

Dryden P8N 3B3

807-223-2271

If long distance ask
operator for Zenith 57900
(Districts of Kenora, Southern
Patricia & Rainy River, Isolated
Communities in the Districts of
Thunder Bay, Patricia & Kenora)

SOUTHWESTERN REGION

Regional & District Office
495 Richmond St., 5th Flr.

London N6A 5A9

519-438-2947

If long distance dial

1-800-265-4730

(Middlesex, Lambton, Elgin,
Perth, South Huron, Oxford)

427 Tenth St.

Hanover N4N 1P8

519-364-1626

If long distance dial

1-800-265-5520

(North Huron, Grey, Bruce)

250 Windsor Ave., 6th Flr.

Windsor N9A 6V9

519-256-4919

If long distance dial

1-800-265-1330

(Essex, Kent)

SPORTS AND FITNESS BRANCH

MTR 7

77 Bloor St. W., 8th Flr.
 Toronto M7A 2R9
 416-965-2625

The Sports Services Section encourages participation in **sports** for individual enjoyment. The Sports Development Unit (965-6546) promotes competition in multi-sports games (e.g., Regional and Provincial Ontario **Summer** and **Winter Games** for the able-bodied and the **disabled**). Its **Sports Awards Program** honors accomplishments of **athletes** and citizens in amateur **sports**. Its **Coaching Development Program** improves the calibre of **leadership** in amateur sport through training courses for coaches. **Ontario Sports Travelcade** takes **sports** and **fitness** resources around Ontario to help raise the level of expertise of **athletes** and coaches. Sports Programs Unit (965-4591) provides administrative, consultative services and **grants** to provincial sport governing bodies. The **Ontario Elite Athlete Assistance** Program provides limited **financial assistance** to selected amateur **athletes** for training and competition. The **Ontario Sports Administration Centre** (424-6700), a private organization that provides administrative services for provincial governing bodies, is funded by this Ministry.

The Fitness Services Section (965-6312) promotes a more active lifestyle which will improve the personal **fitness** levels of the citizens of Ontario. Programs are designed to motivate people to exercise, to educate them about physical activity, to provide greater opportunity for them to be active, and to coordinate the various agencies involved in fitness. The section operates a promotional campaign through the media and its own publications, **fitness awards**, fit-five programs, consultative service concerning the fitness of **employees** and fitness **leadership training**. It supports community initiatives. Information on all of the above services is also available from Ministry field offices listed under Community Programs, MTR 6.

RECREATION BR

MTR 8

77 Bloor St. W., 8th Flr.
 Toronto M7A 2R9
 416-965-5665

Recreation Services (965-5665) advises community, regional and provincial **recreation** agencies and institutions and is responsible for the development of resources in: **recreation** for families and **senior citizens** recreation **research**, outdoor recreation, and community recreation. The branch is also responsible for **certification** of **recreation** professionals and it supports provincial recreation associations. Serves as contact for the **Ontario Research Council on Leisure**. Leadership Services (965-5665) advises and assists community, regional and provincial recreation agencies in the development of programs for the training of volunteer, part-time and full time recreation leaders and in programs of **leisure education**. Camping and Outdoor Education Services (call 965-2356) advises and assists with the development of **camping** and outdoor education programs; responsible for **grants** to **non-profit camps** and the operation of the **Ontario Camp Leadership Centre**, Bark Lake.

HURONIA HISTORICAL PARKS

MTR 9

P.O. Box 160
Midland L4R 4K8
705-526-7838

The Ministry operates and maintains **historic sites** at Midland (**Sainte-Marie among the Hurons**) and at Penetanguishene (**Historic Naval and Military Establishments**). Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Historic Naval and Military Establishments consist of a restored and reconstructed 19th century British **naval** base and **military** garrison. Both are open to the public mid-May to Labour Day but Ste-Marie remains open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native **Indian, French** and British heritage of Ontario. Costumed staff demonstrate skills and **crafts** of the eras. A resource **library** at Ste-Marie, open to the public year round on weekdays, provides information about the two historic sites.

OLD FORT WILLIAM

MTR 10

Vickers Heights P.O.
Thunder Bay P0T 2Z9
807-577-8461

Old Fort William is a reconstruction of the original Fort William to the period 1803-1821. The original fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community which, because of its unique role, offers the visitor a wide range of experiences. It is open to the public from mid-May to the end of September.

ONTARIO LOTTERY CORPORATION

MTR 11

2 Bloor St. W.
Toronto M4W 3H8
416-961-6262

The **Ontario Lottery Corporation** manages **Lottario**, **Super Loto**, **Wintario**, and the **Provincial Lottery**. To find out winning lottery numbers, consult newspapers the day following each draw. (Monday newspapers for the **Lottario**), see lists posted at retailers, or telephone the following numbers for a recorded message: **Lottario**, 416-870-9122 (Toronto); **Provincial Lottery**, 416-870-9161 (Toronto); **Super Loto**, 416-870-9135 (Toronto); **Wintario**, 416-870-9170. Proceeds from **Super Loto** sales in Ontario will be used for hospital capital projects and proceeds from **Provincial Lottery** sales in Ontario are used to provide grants for health research and related environmental projects. For information of the **Wintario** grants program, see the Ministry of Citizenship and Culture's Grants Administration Branch entry, MCR 7.

ONTARIO PLACE CORPORATION

MTR 12

955 Lakeshore Blvd. W.
Toronto M6K 3B9
416-965-7711

Ontario Place Corporation operates a 96 acre cultural, entertainment and **recreation** complex on three man-made islands on Lake Ontario in Toronto including **exhibition** pa-

vilions, the Forum, band shell, **theatres**, the giant screen cinesphere, live entertainment, restaurants, snack bars, boutiques, a **marina**, pedal boats, bumper boats, boat **tours**, the Canadian destroyer **HMCS Haida**, mini-golf, land rides, picnic areas, a theme pavilion 'Ontario North Now', and a children's village with a water play area and play apparatus including a 370 ft. four-flumed waterslide. Ontario Place arranges banquets, receptions all year, shows **films** for conventions and other groups of residents or tourists. Open daily mid-May to mid-September (10 a.m. to 1 a.m. Monday through Saturday; 10 a.m. to 10 p.m. Sunday). All major attractions are free with admission (no admission charge for senior citizens).

MINAKI LODGE RESORT LIMITED

MTR 13

55 Bloor St. W., Ste. 817
Toronto M4W 1A5
416-965-5334

Minaki Lodge Resort Limited is wholly owned by the Northern Ontario Development Corporation. Cabinet has authorized the completion of this resort facility.

NIAGARA PARKS COMMISSION

MTR 14

Administration Bldg.
Box 150
Niagara Falls L2E 6T2
416-356-2241

Operates a 56 kilometre system of parks along the Niagara River including **recreation** areas, scenic attractions and **historic sites**. The Niagara Parks Commission also operates a **horticultural** school.

ST. CLAIR PARKWAY COMMISSION

MTR 15

P.O. Box 700
Corunna N0N 1G0
519-862-2291

The Commission is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The St. Clair Parkway Commission is a joint program of **parks** and **recreation** development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

ST. LAWRENCE PARKS COMMISSION

MTR 16

Box 740
Morrisburg K0C 1X0
613-543-2951

Operates and maintains **parks**, **campgrounds** and **historic sites** from the Ontario-Quebec border to 48 km west of Kingston on Highway 33. Historic sites are **Old Fort Henry** at Kingston and **Upper Canada Village**, 11 km east of Morrisburg. Other facilities include a **Wildfowl** Sanctuary, an 18 hole golf course, a paved air strip, a **railroad museum**, nature trails and Pioneer and Loyalist memorials. Winter **recreation** facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A **maple sugar bush** is located in Crysler Park. Skating and horse drawn sleigh rides are available at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

ACTS

The Minister of Tourism and Recreation is designated to administer the following Acts:

Community Recreation Centres Act
Historical Parks Act
Niagara Parks Act
Ontario Lottery Corporation Act
Ontario Place Corporation Act
St. Clair Parkway Commission Act
St. Lawrence Parks Commission Act
Tourism Act

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

1201 Wilson Ave.

Downsview M3M 1J8

The Department of Public Works and Highways was established in 1916 under Section 4, Chapter 17, 5 Geo. V. In 1931 it was re-named the Department of Highways. The functions of the Department of Highways were separated in 1957 with drivers and vehicles going to the newly created Department of Transport. Finally in 1971 the two departments were amalgamated as the Ministry of Transportation and Communications.

The Ministry of Transportation and Communications operates Ontario's highway system by performing design, construction and maintenance activities and provides subsidies to municipalities for road construction and maintenance. The Ministry is also responsible for driver licensing and all aspects of motor vehicle licensing and safety. It represents the rights of Ontario citizens in the communications field and regulates telephone service under provincial jurisdiction.

OFFICE OF THE DEPUTY MINISTER

MANAGEMENT IMPROVEMENT BR

MTC 1

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-7103

Management Improvement Branch reviews, recommends and implements changes for increased efficiency and effectiveness of Ministry management, structural organization, and management systems, procedures and practices. Carries out management studies and provides an internal management consultant service.

AFFIRMATIVE ACTION PROGRAM

MTC 2

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-248-7125

The office was established to address within this Ministry, the Ontario government's commitment to policies on affirmative action. The Affirmative Action Program aims to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

PUBLIC AND SAFETY INFORMATION BR

MTC 3

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-3708

Public and Safety Information Branch originates and coordinates programs and projects stressing **safety** in the operation of cars and commercial **vehicles**, **motorcycles**, mopeds, bicycles and **snowmobiles** and **school bus** operations. Originates and supplies **school** safety materials and **seat belt** information and provides related safety **films**. Provides **road** bulletins and telephone road reporting service for the public and the media on condition of roads and **highways** in Ontario (contact the Ministry's regional or district offices listed under the Operations, Regional entry, MTC 17). The branch also informs the public, client groups and the media about the Ministry's activities. **Deaf** or hearing handicapped persons who have access to the teletype (TTY) network device can call 248-3331. The

branch establishes communications policy for the Ministry and advises its branches on communications problems and provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

STRATEGIC POLICY SECRETARIAT

MTC 4

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-248-7121

Strategic Policy Secretariat is an internal secretariat working directly for the Minister or Deputy Minister. Manages Ministry's strategic policy development and planning process. Assesses external factors affecting present or future Ministry strategy and prepares special strategic policy studies. Handles inquiries about the Ministry's **Strategic Policy Committee**.

COMMUNICATIONS DIVISION

COMMUNICATIONS OPERATIONS BR

MTC 5

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

Communications Operations Br carries out representations and interventions regarding **telecommunications** services before the **Canadian Radio-Television and Telecommunications Commission (CRTC)** on common carrier, **cable** and **broadcast** applications; this involves provincial comment on **Bell Canada** and **CN/CP** rate applications. Regulatory Operations Office (248-3736) investigates **consumers'** complaints regarding their **telecommunications** service. Technology Assessment Office (248-3567) provides related assistance to Communications Division; assists independent **telephone** industry in modernization plans; consults and advises the **Ontario Telephone Service Commission** on technical matters. Advises on telecommunications futures.

The Communications Division operates a satellite **library** (248-3711) of the Ministry's main library, holding approximately 3,000 items pertaining to **telecommunication** matters.

COMMUNICATIONS POLICY BR

MTC 6

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-248-3731

Communications Policy Branch develops Ontario government policy in the **communications** field. Activities include: development of **broadcast**, **cable** and common carrier and independent **telephone** company policies (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and **common carrier** industries; undertaking **research** and analytical studies related to **telecommunications** services and systems. The branch has a data bank of **statistical** information on population served by broadcasting and cable firms and by independent **telephone** companies (248-3961).

ASSISTANT DEPUTY MINISTER - FINANCE AND ADMINISTRATION

FINANCIAL PLANNING AND ADMINISTRATION BR

MTC 7

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-3465

The Financial Planning and Administration Branch provides the Ministry with financial direction, planning, management and accounting services and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other Ontario government ministries and agencies. The branch is organized into four main functions: general accounting including payroll, accounts payable and expense account services; financial systems development, maintenance, and control; budgetary planning, evaluation, development, control and analysis; prequalification of contractors for bidding on government contracts.

INTERNAL AUDIT BR

MTC 8

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-248-3671

Internal Audit Branch performs the audit functions for this Ministry and the Ministry of Northern Affairs including the review and appraisal of Ministry accounting, financial, and operational controls. In addition the branch analyzes Ministry of Transportation and Communications claims and negotiations and advises on settlements. The branch audits the Ministry's electronic data processing systems, design and tender documents prior to awarding of contracts, payment records on Ministry and Ministry-subsidized contracts. Also audits contractors and suppliers records, and municipal records to ensure that Ministry subsidies are spent as approved.

The branch's Engineering Audit Office, Central Region is located at 5000 Yonge St., Willowdale, M2N 6E9 (224-7451).

OFFICE OF LEGAL SERVICES

MTC 9

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-248-3617

Provides legal services for the Ministry including advice on **driver** and **vehicle** matters (248-3131). It counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The office is responsible to the Attorney General's Office. Regional solicitors who deal primarily with property matters are located in the Operations, Regional offices in Toronto, (248-3074); London, (519-681-1441); North Bay, (705-472-7900) and Kingston, (613-544-2220). Claims Section (248-3127) handles **insurance** claims against the Crown for injuries and property damage arising from **accidents** on provincial highways or involving government **vehicles**, as well as claims by the Crown for damage to **highway** property or government vehicles excluding OPP vehicles.

PERSONNEL BR

MTC 10

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3643

Personnel Branch performs the personnel functions for the Ministry of Transportation and Communications and for the Ministry of Northern Affairs. The branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

SERVICES DIVISION

COMPUTER SYSTEMS BR

MTC 11

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3977

Computer Systems Branch is involved with computer systems development and maintenance for Ministry applications. Systems specialists also develop computer-related systems for management and regulatory applications. Computer Production Services provides production technical control, equipment acquisition, graphic production and data conversion services, and time sharing support.

PROPERTY OFFICE

MTC 12

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3213

Property Office is responsible, in the areas of **property** appraisals, acquisition, management and disposal, for the provision of and compliance to provincial policies and procedure; ensures a high and uniform standard of performance in the area of **land** appraisals by performing 'on line' reviews of regional appraisals; provides and coordinates technical training programs. Also prepares all **arbitration** cases proceeding before the **Land Compensation Board**. Contact Operations Regional offices listed under Ministry of Transportation and Communications, Operations, Regional, MTC 17.

SUPPLY AND SERVICES BR

MTC 13

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3178

The branch provides the Ministry with the following services: Purchasing and Supply Office (248-3361) purchases government **vehicles**, **construction**, maintenance and operating supplies and equipment. Disposal Section (248-3725) **auctions** government **vehicles**. Record Services Office (248-3531) performs **records management**, and prepares **manuals**, publications, **maps** (Ontario **road** maps, 248-3476) for Ministry distribution. The **Library**

and Information Centre provides a resource and information service (248-3591) to support the Ministry's mandate and role and serves the transportation community in the area. The centre contains a comprehensive book and periodical collection in ground transportation and communications, and selected materials in related fields. The centre, located at 1201 Wilson Ave., Central Bldg., 1st Flr., Downsview, has been designated the Ministry **reading room** to provide public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

General Services Office (248-3853) runs an instrument repair service and keeps an inventory of the movable assets of the Ministry. Tenders Section advertises and gives information on **construction** and supply contracts and opens **tenders** (248-3651). Special Services Office (248-3364) provides administrative services including accommodation; establishes sites for and inspects highway **service centres**; provides Ministry **telecommunication** and remote **airport** directional systems. Graphic Services Office (248-3557) provides art, display and reproduction facilities.

ASSISTANT DEPUTY MINISTER - PROVINCIAL HIGHWAYS

ENGINEERING CLAIMS OFFICE

MTC 14

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3611

Engineering Claims Office assesses claims for additional costs submitted by contractors awarded Ministry engineering contracts including all phases of **highway construction** and maintenance, construction of **bridges** and tunnels and associated work.

ESTIMATING OFFICE

MTC 15

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3401

Estimating Office advises senior Ministry officials on the fair price to pay for **highway construction** and maintenance contracts. Can provide an **economic** analysis of highway construction and related work. Produces annual reports on cost per mile of construction, structures and unit bid process. Capable of determining **energy** requirements along with the quantities and unit value of manufactured and raw material incorporated into the work.

HIGHWAY PROGRAM DEVELOPMENT BR

MTC 16

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3551

Highway Program Development Branch provides program planning and evaluation, program development, priority setting and expenditure control for the **Provincial Highways Program**.

The Highway Program Planning Office develops program strategies and policy options, program objectives, and program long range plans. It prepares program positions and prospects, develops the program evaluation process and evaluates program results and effectiveness. It also develops and maintains the **transportation** planning information system for provincial highways and carries out transportation planning studies for the sys-

tem. It prepares annually the provincial highways perspective and systems status report and develops and applies priority planning systems including cost benefit analysis for proposed **highway** improvements.

The Highway Program Administration Office develops and manages the capital **construction** and maintenance components of the Provincial Highways Program through integrating and optimizing the capital investment. It prepares and maintains short and medium term provincial highway programs, produces the annual highway construction program, and coordinates the annual plan for the program. It manages the multi-year construction and maintenance expenditure, establishes construction staging and award schedules and determines and controls current year construction expenditures. It develops and maintains expenditure control systems for the entire Provincial Highways Program.

OPERATIONS, REGIONAL

MTC 17

416-248-3238

Operations, Regional of this Ministry are conducted through five regional and 18 district offices which perform pre-contract engineering, **construction** and maintenance activities and other functions associated with the **Provincial Highways Program**. In addition, they provide some of the program delivery functions of the Municipal Roads Program, Safety and Regulations Program and Air Program. These functions are described more fully under the following Operations, Regional entries: Administrative Services, Construction Office, Drivers and Vehicles Office, Engineering and Right-of-Way Office, Maintenance Office, Municipal Roads Office, Remote Northern Transportation, Resources Planning and Scheduling. In addition to operating out of the five regional offices, the Drivers and Vehicles Office has 13 district offices and a number of driver examination centres (listed under the Operations, Regional, Drivers and Vehicles Office, MTC 20).

The 18 district offices assist municipal authorities in developing and maintaining a system of highways that meets municipal needs and is complementary to the provincial highways system. They provide advice to **municipalities** on construction and maintenance techniques when requested and authorize payment of Ministry **subsidy** funds to municipalities. In **unorganized territories** the district offices carry out construction or maintenance of local roads in cooperation with land owners. The offices also provide information on the conditions of provincial **roads** and **highways**. Listed below are the five regional and 18 district offices.

CENTRAL REGION

5000 Yonge St.
Toronto M2N 6E9
416-224-7400

If long distance dial
1-800-268-0637 (General Information)
1-800-268-1376 (Road Information)

District #4
P. O. Box 5020
1182 North Shore Blvd.
Burlington L7R 3Z9
416-637-5625

District #7
P. O. Box 150
138 Hope St. N.
Port Hope L1A 3W3
416-885-6381

District #6
5000 Yonge St.
Willowdale M2N 6E9
416-224-7400

EASTERN REGION

P. O. Box 4000
355 Counter St.
Kingston K7L 5A3
613-544-2220

If long distance dial
1-800-267-0295 (General Information)
1-800-267-0284 (Road Information)

District #10
P. O. Box 300
64 Monck Rd.
Bancroft K0L 1C0
613-332-3220

If long distance ask Operator
for Zenith 83580
(General & Road Information)

District #8
P. O. Box 4000
355 Counter St.
Kingston K7L 5A3
613-544-2220

District #9
530 Tremblay Rd.
Ottawa K1G 0E4
613-745-6841

NORTHERN REGION

P. O. Box 477
McKeown Ave.
North Bay P1B 8L2
705-472-7900

If long distance dial
1-800-461-9547 (General Information)
1-800-461-9523 (Road Information)

District #16
P. O. Box 820
50 Third Ave.
Cochrane P0L 1C0
705-272-4333

District #11
207 Main St.
Huntsville P0A 1K0
705-789-2391

District #14
P. O. Box 1390
Rockley Rd.
New Liskeard P0J 1P0
705-647-6761

District #13
P. O. Box 477
McKeown Ave.
North Bay P1B 8L2
705-472-7900

District #17
P. O. Box 7000
Station A
Sudbury P3A 4S2
705-522-9380

NORTHWESTERN REGION

615 James St. S.
Station 'F'
P. O. Box 1177
Thunder Bay P7C 4X9
807-577-6451
If long distance dial
1-800-465-6941 (General Information)
1-800-465-6943 (Road Information)

District #20
P. O. Box 1070
808 Robertson St.
Kenora P9N 3X9
807-468-6494

District #18
P. O. Box 500
MacDougall St.
Sault Ste. Marie P6A 5M6
705-256-5682

District #19
P. O. Box 96
615 James St. S.
Thunder Bay P7C 4V7
807-577-6451

SOUTHWESTERN REGION

P. O. Box 6008
659 Exeter Rd.
London N5V 2Y4
519-681-1441
If long distance dial
1-800-265-6072 (General Information)
1-800-265-6070 (Road Information)

District #1
P. O. Box 918
60 Keil Dr.
Chatham N7M 5L3
519-354-1400

District #2
P. O. Box 6008
659 Exeter Rd.
London N5V 2Y4
519-681-1441

District #5
P. O. Box 520
1450 Seventh Ave. E.
Owen Sound N4K 5R1
519-376-7350

District #3
P. O. Box 8
581 Huron St.
Stratford N5A 6S8
519-271-3550

OPERATIONS, REGIONAL, ADMINISTRATIVE SERVICES

MTC 18

Regional and district offices provide a variety of services relating to financial, personnel, supply and support service matters to all program staff operating out of regional/district and field offices. These include payroll and related items; processing of accounts for payment; maintaining cost records and budgets; purchasing of goods and/or services and appropriate stockkeeping; supply and service tenders; communications (telephone, teletype); recruitment, classifications, counselling of staff, etc.; newspaper advertising; a variety of support services including secretarial, typing, furniture and office equipment ordering and record maintenance, etc. See this Ministry's Operations, Regional entry, MTC 17, for a list of regional and district offices.

OPERATIONS, REGIONAL, CONSTRUCTION OFFICE

MTC 19

Through five Regional Construction Offices, the Ministry supervises contracts for the **construction** of new **highway** facilities and for rehabilitation and upgrading of the existing highways. The regional construction offices are located at this Ministry's five regional offices which are listed under the Operations, Regional entry, MTC 17.

OPERATIONS, REGIONAL, DRIVERS AND VEHICLES OFFICE

MTC 20

Operations, Regional, Drivers and Vehicles Office provides driver examination, vehicle inspection and highway carrier enforcement programs through five regional and 13 district offices in the Province. The offices hold driver examination tests for various classifications of **drivers** of **motor vehicles** including **motorcycles** and for driver education instructors, and issue drivers **licences** at 68 full-time centres and 98 travel points. Demerit system and driver improvement interviews are conducted at offices throughout the Province. The vehicle inspection function involves inspection of commercial motor vehicles, monitoring of school and non-commercial **bus** inspection, issuance of **safety** standard certificates, and operation of portable and permanent inspection lanes. Highway Carrier officers inspect commercial motor vehicles for compliance with weight and license legisla-

tion. Oversize/overweight **permits** are issued in Districts on an annual, project and single-trip basis. The following is a list of the 5 regional offices and 13 district offices and the 68 full-time driver examination centres, arranged alphabetically by city or town.

CENTRAL REGION

Regional Office

5000 Yonge St.
Toronto M2N 6E9
 416-248-7163
 If long distance dial
 1-800-268-7590

Oversize/Overweight Permits
 416-224-7489

District Offices

District 22
 2520 Dixie Rd. S.
Mississauga L4Y 2A5
 416-279-5305
 (Regional Municipality of Peel
 and those portions of
 Regional Toronto, situated
 west of Highway 11
 (Yonge St.))

Driver's Licences
 416-275-6300

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
 416-279-5305

Vehicle Permits & Licences
 1201 Wilson Ave.
Downsview M3M 1J8
 416-248-7171

Oversize/Overweight Permits
 2680 Keele St. Main Flr.
Downsview M3M 3E6
 416-248-7196

2520 Dixie Rd. S.
Mississauga L4Y 2A5
 416-279-5305

Vehicle Inspection Lanes
 262 Falstaff Ave.
Downsview M6L 2G1
 416-248-3409

District 21
 773 Warden Ave.
Scarborough M1L 4C2
 416-750-3407
 (Regional Municipality of Durham,
 the Counties of Northumberland,
 Peterborough & Victoria & those
 portions of the Regional
 Municipality of York &
 Metropolitan Toronto, situated
 east of Highway 11 (Yonge St.))

Driver's Licences
 416-751-4952

Bus & Truck Operations
Safety Inspection of Vehicles
 416-750-3407

Vehicle Permits & Licences
 Queen's Park: 416-965-2206
 Oshawa: 416-728-7505

Oversize/Overweight Permits
 416-750-3407

District 23
 370 Kenora Ave. N.
Stoney Creek L8E 2W2
 416-561-5921
 (County of Brant, the former
 County of Haldimand & the Regional
 Municipalities of Halton,
 Hamilton-Wentworth and Niagara)

Driver's Licences
 416-561-5921

Bus & Truck Operations
 416-561-5926

Safety Inspection of Vehicles
416-561-5927

Vehicle Permits & Licences
416-561-5921

Oversize/Overweight Permits:
Hamilton: 416-561-5921
St. Catharines: 416-685-6527

EASTERN REGION

Regional Office

533 Montreal St.
Kingston K7K 3H9
613-544-2220
If long distance dial
1-800-267-0293

District Offices

District 41
533 Montreal St.
Kingston K7K 3H9
613-544-2220
(Counties of Lennox, Addington,
Hastings, Prince Edward, Frontenac,
Leeds, Grenville and Stormont,
Dundas & Glengarry)

District 42
1570 Walkley Rd.
Ottawa K1V 6P5
613-731-1760
(Counties of Lanark, Renfrew,
Prescott, Russell and the Regional
Municipality of Ottawa-Carleton)

Driver's Licences
613-731-1760

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
Vehicle Permits & Licences
613-731-6451

NORTHERN REGION

Regional Office

447 McKeown Ave.
P. O. Box 3030
North Bay P1B 8L2
705-472-7900
If long distance dial
1-800-461-9548

District Offices

District 51
447 McKeown Ave.
North Bay P1B 8L2
705-472-7900
(District of Parry Sound,
Nipissing, the District
Municipality of Muskoka & the
Provisional County of Haliburton)

District 52
83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-5349
(Districts of Timiskaming and
Cochrane, Sudbury, Manitoulin and
Eastern part of Algoma District
and the Regional Municipality
of Sudbury)

Driver's Licences
705-264-5349

Sudbury (Drivers & Vehicles)
705-566-0315

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
705-264-2239

NORTHWESTERN REGION**Regional Office**

615 James St. S.
Box 1177, Station 'F'
Thunder Bay P7C 4X9
807-577-5745
If long distance dial
1-800-465-6942

District Offices

District 62
808 Robertson St.
Box 2250
Kenora P9N 3X9
807-468-5618
(Districts of Kenora
& Rainy River)

Driver's Licences
Oversize/Overweight Permits
Bus & Truck Operations
Safety Inspection of Vehicles
807-468-9715

District 63
370 Lake St.
Sault Ste. Marie P6B 3L1
705-254-4365
(District of Algoma)

District 61
615 James St. S.
Thunder Bay P7C 4X9
807-577-5745
(District of Thunder Bay)

Vehicle Licensing
Driver's Licences
807-577-6451 Ext. 201

Oversize/Overweight Permits
Bus & Truck Operations
807-577-5745

Safety Inspection of Vehicles
807-577-5746

Dryden Office
479 Government Rd.
P. O. Box 3000
Dryden P8N 3B3
807-223-3237

Fort Frances Office
621 Mowat Ave.
P. O. Box 536
Fort Frances P9A 1Z2
807-274-6623

SOUTHWESTERN REGION**Regional Office**

659 Exeter Rd.
P. O. Box 5338
London N6A 5H2
519-681-1441
If long distance dial
1-800-265-6073

District Offices

District 33
524 Belmont Ave. W.
Kitchener N2M 5E3
519-744-6348
(Counties of Huron, Perth,
Wellington, Bruce, Grey,
Dufferin, Simcoe and the Regional
Municipality of Waterloo)

Driver's Licences
519-744-6348

Bus & Truck Operations
519-744-1129

Safety Inspection of Vehicles
519-744-1120

Vehicle Permits & Licences
(Stratford) 519-271-0961

Oversize/Overweight Permits:
Barrie: 705-726-1262
Kitchener: 519-744-6348

District 31

659 Exeter Rd.

London N6A 5H2

519-681-1441

(Counties of Elgin, Oxford,
Middlesex and the former County
of Norfolk)

Driver's Licences

519-681-2501

Bus & Truck Operations

Safety Inspection of Vehicles

Oversize/Overweight Permits

Vehicle Permits & Licences

519-681-1441

District 32

2090 Wyandotte St. E.

Windsor N8Y 1E6

519-258-8312

(Counties of Essex,
Kent & Lambton)

Driver's Licences

Bus & Truck Operations

Safety Inspection of Vehicles

519-258-8312

Vehicle Permits & Licences

(Chatham) 519-352-6154

Oversize/Overweight Permits:

Chatham: 519-352-6154

Sarnia: 519-542-7707

Windsor: 519-258-8312

DRIVER EXAMINATION CENTRES

96A Yonge St. S.

Aurora L4G 1M2

416-727-9331

64 Monck St.

Bancroft K0L 1C0

613-332-3220/33

The Duckworth Plaza

353 Duckworth St.

Barrie L4M 3X8

705-726-1262

220 Dundas St. E.

Belleville K8N 1E3

613-962-8661/2

Squire Mews, Store 13

239 Queen St. E.

Brampton L6W 2B6

416-459-0660

14 Holiday Inn Dr.

P. O. Box 1554

Brantford N3T 5V6

519-756-5735/0290

44 Parkdale Ave.

Brockville K6V 3G8

613-342-9772/9

Towers Plaza

152 Plains Rd. W.

Burlington L7T 1E9

416-632-0446

261 Elgin St. N.

Box 123

Cambridge N1R 4S9

519-623-0550

Court House

Cayuga NOA 1E0

416-772-5302

62 Keil Dr. S.

Chatham N7M 3G8

519-352-6154

70 Ontario St.

Clinton N0M 1L0

519-482-7831

19 Charles St.

Cobourg K9A 2T4

416-372-9415

50 Third Ave.
Bag 5000
Cochrane P0L 1C0
705-272-4333

103 Eleventh St. W.
Cornwall K6J 3A8
613-933-8921/2

479 Government Rd.
P. O. Box 3000
Dryden P9N 3B3
807-223-3237

375 Station Rd.
Box 240
Espanola P0P 1C0
705-869-4884

621 Mowat Ave.
Box 536
Fort Frances P9A 3M8
807-274-6623

Victoria Grange Plaza
25 Victoria Rd. N.
Guelph N1E 5G6
519-824-2790

370 Kenora Ave. N.
Stoney Creek L8E 2W2
416-561-5921

Mountain Plaza, Store U
673 Upper James St.
Hamilton L9C 5R9
416-389-2242/3

21 Nelson St.
Hawkesbury K6A 1L4
613-632-4638

MTC Administration Bldg.
207 Main St. W., 2nd Flr.
Huntsville P0A 1K0
705-789-2391

6 Queen St.
Kapuskasing P5N 1G7
705-335-4290

808 Robertson St., 2nd Flr.
Box 2250
Ontario Government Building
Kenora P9N 3X9
807-468-9715/5618

533 Montreal St.
Kingston K7K 3H9
613-544-2220 Ext. 347

40-B Lebel Ave.
Kirkland Lake P2N 2Y5
705-567-7911

524 Belmont Ave. W.
Kitchener N2M 1N3
519-744-6348/9

89 Erie St. N.
Leamington N8H 2Z7
519-326-2581

Ontario Government Building
322 Kent St. W., Room 133
Lindsay K9V 2Z9
705-324-6431

659 Exeter Rd.
Box 5338
London N6A 5H2
519-681-2501

578 King St.
Midland L4R 3M9
705-526-9471

2520 Dixie Rd. S.
Mississauga L4Y 2A5
416-275-6724

500 Rockley Rd.
Box 1209
New Liskeard P0J 1P0
705-647-5406

Stamford Green Plaza
3495 Portage Rd. N.
Niagara Falls L2J 2K5
416-356-0742/4346

447 McKeown Ave.
Box 3030
North Bay P1B 8L2
705-474-3620

Trafalgar Village Plaza
125 Cross Ave., Store F4B
Oakville L6J 2W8
416-845-0451

70 First St., Ste. 101
Orangeville L9W 2E5
519-941-6861

I.G.A. Plaza
404 Lacie St.
Orillia L3V 4P5
705-326-9293

67 Thornton Rd. S.
Oshawa L1J 5Y1
416-728-7616/7505

1570 Walkley Rd.
Ottawa K1V 6P5
613-731-1760

1852 Third Ave. E.
Owen Sound N4K 2M6
519-376-2342

513 Eganville Rd.
Pembroke K8A 4E6
613-732-7041

164 Sherbrooke St.
Peterborough K9J 2N3
705-745-2332

Rm. M1-20, Macdonald Block
Queen's Park, Toronto
416-965-2206

32 Duke Ave.
Renfrew K7V 3B9
613-432-4556

512 Welland Ave.
St. Catharines L2M 5V5
416-685-6527

7B First Ave.
St. Thomas N5R 4M3
519-633-1690

1362 Lambton Mall Rd., Ste. 4
Sarnia N7S 5A1
519-542-7707

370 Lake St.
Sault Ste. Marie P6B 3L1
705-254-4365

773 Warden Ave.
Scarborough M1L 4C2
416-751-4952

599 Banks St.
Simcoe N3Y 3N3
519-426-6722

10 Church St. W.
Smiths Falls K7A 1P5
613-283-2815

431 Hibernia St.
Stratford N5A 5W2
519-271-0961

200 Metcalfe St. E.
Strathroy N7G 1P8
519-245-1020

Montrose Mall
782 LaSalle Blvd.
Sudbury P3A 4V4
705-566-0315

615 James St.S.
Box 1177
Thunder Bay P7C 4X9
807-577-6451 ext. 249

56 Brook St. E.
Tillsonburg N4G 1Z6
519-842-5739

83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-5349

262 Falstaff Ave.
Downsview M6L 2G1
 416-248-7211

146 Hallam St.
Toronto M6H 1X2
 416-532-5042

82 Division St.
Trenton K8V 4W5
 613-392-3346

220 Rideout St
Walkerton N0G 2V0
 519-881-3400

11B Second Ave.
 Box 497
Wawa P0S 1K0
 705-856-7086

A & P Plaza
 325 Thorold St. W.
Welland L3C 3W4
 416-732-3132/3321

449 Main St. E.
Winchester K0C 2K0
 613-774-2206

2090 Wyandotte St. E.
Windsor N8Y 1E6
 519-258-8312

Springbank Shopping Plaza
 212 Springbank Ave.
Woodstock N4S 7R3
 519-539-2223

OPERATIONS, REGIONAL, ENGINEERING AND RIGHT-OF-WAY OFFICE

MTC 21

An Engineering and Right-of-Way Office is located at each of the Ministry's five regional offices which are listed under the Operations, Regional entry MTC 17. Each office manages all pre-construction engineering activities, **environmental assessment**, property acquisition and disposal required for the Ministry's **highway** improvement programs. The Planning and Design Section prepares preliminary designs and assessments of existing and future highway systems; prepares detailed project and contract designs; administers, directs and coordinates activities to ensure that detailed design contract packages conform to the Environmental Assessment Act; ensures compatibility of public and private developments with existing highway facilities and future improvements. The Surveys and Plans Section provides all engineering and land **surveys** and aerial **photograph** interpretation in the Region. The Property Section acquires, manages, leases and sells the Ministry's **property** holdings. The Geotechnical Section conducts investigations and evaluations of existing **soil** conditions, recommends embankments and pavement designs, and specifies retaining wall and culvert foundation capacities; identifies and tests aggregate sources suitable for use by Ministry contractors. The Structural Section undertakes structural and **hydrological** designs.

OPERATIONS, REGIONAL, MAINTENANCE OFFICE

MTC 22

The **Highway Maintenance Program** for all districts in the region is coordinated, approved and monitored through an office in each of the Regional Offices (see list under this Ministry's Operations, Regional entry, MTC 17). These offices manage **construction** and maintenance programs associated with patrol yards and buildings. Through their Traffic Section, they collect **traffic statistics**, conduct traffic operations studies, determine **road** information sign and traffic signal locations and provide traffic engineering services upon request from authorities external and internal to the Ministry.

OPERATIONS, REGIONAL, MUNICIPAL ROADS
OFFICE

MTC 23

Approves and authorizes **financial assistance** to **municipalities** through the Ministry's municipal **road** programs, within policy guidelines as established by Head Office. A Municipal Roads Office is located at each of the Ministry's five regional offices which are listed under the Operations, Regional entry, MTC 17.

OPERATIONS, REGIONAL, REMOTE NORTHERN
TRANSPORTATION

MTC 24

615 James St.S.
P.O. Box 1177
Postal Station 'F'
Thunder Bay P7C 4X9
807-577-6451

This office, located in the northwestern regional headquarters, is responsible for the **construction** and ongoing maintenance of remote **airports** in **Northern Ontario**. For information on provincial policy on aviation matters, see this Ministry's Air Office entry, MTC 42.

OPERATIONS, REGIONAL, RESOURCES
PLANNING & SCHEDULING

MTC 25

A Resources Planning and Scheduling Office is located at each of this Ministry's regional offices except the northwestern region (see the Operations, Regional entry, MTC 17, for a list of regional offices). The offices provide **computer services**, staff training and development, **personnel** management and management **systems development** to each region (excluding northwestern). They coordinate the development of improvements to the **highway** system within the regions as part of the Provincial Highways Program.

HIGHWAY ENGINEERING DIVISION

ENGINEERING MATERIALS OFFICE

MTC 26

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3987

Engineering Materials Office, Bituminous (248-3688), Concrete (248-3684), Chemical (248-3149) and **Soils** and Aggregates (248-3286) Sections provide quality standards, policies and guidelines for asphalt concrete pavements; portland cement concrete pavements; chemical, metal and special products, respectively, and provide specialized expertise in these areas, as well as providing **laboratory** testing, technical evaluation and approval services related to bitumen and bituminous products; concrete and concrete products; chemical, metal and special products used in the design, **construction** and maintenance of the transportation system including **highways** and **bridges**. The Pavement and Foundation Design Section (248-3255) provides policies and guidelines for pavement structure design and management, and, (248-3282) carries out field investigations and recommends type of structure foundations and provides specialized expertise in these areas. The Engineering Materials Office publishes reports which are distributed within the Ministry and are available to others on request.

HIGHWAY OPERATIONS BR
1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3665

MTC 27

The branch develops for use by the regional staff, policies and procedures required for the design, construction and maintenance of the **highway** system. Regional and district offices, responsible for the delivery of design, construction and maintenance services, are listed under this Ministry's Operations, Regional entry, MTC 17.

The Contract Management Office (248-3661) develops policies and procedures required for contract management. Develops operations policies and procedures for the format and control of final contract **tendering** documents. Provides official Ministry interpretation to **contractors** on matters identified during bidding.

The Highway Design Office (248-3541) develops policies and procedures for **highway** design, **electrical** design and **hydrology**. Coordinates Ministry responses to **land** development proposals.

The Equipment Engineering Office (248-3231) maintains a fleet of **vehicles** and equipment for the Ministry and trains garage staff on fleet maintenance and management.

The Maintenance Operations Office (248-3665) develops policies, standards and procedures required for **highway** maintenance operations. Provides policies, procedures and standards for highway **landscaping**, **electrical** maintenance and **advertising** signs and building **permits**.

The Traffic Engineering Office (248-3781) develops and implements policies, standards and procedures for **traffic** control devices such as traffic signs, signals, illumination, **speed limits**, etc. Develops improvements and traffic control techniques and devices and assists in **municipal** studies and improvements. Conducts the **freeway surveillance program**.

The Environmental Office (248-3931) develops policies and procedures required for the Ministry's compliance with **environmental** legislation and regulations.

HIGHWAY STANDARDS OFFICE
1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-7181

MTC 28

The Highway Standards Office develops and maintains standard specifications and standard drawings that reflect Ministry construction and maintenance requirements.

STRUCTURAL OFFICE
416-248-3492
1201 Wilson Ave., West Bldg.
Downsview M3M 1J8

MTC 29

The Structural Office designs **bridges** and retaining walls on **highways** and prepares plans and contract documents for their **construction**. Reviews proposed designs of **municipal** bridges and culverts, evaluates the safe load carrying capacity of bridges. Recommends enactment of municipal load limit by-laws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

SURVEYS AND PLANS OFFICE

MTC 30

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3627

The Surveys and Plans Office provides the Ministry with policy guidelines and procedures for aerial and ground **surveys** and **remote sensing**. Products of the office are photogrammetric plans, cartographic **maps**, computer graphics services, legal documentation and plans and control survey data/services. Maps are available to the public (248-3476) through the Map Unit, Supply and Services Branch.

Information is available on an area basis from the regional and district offices listed under this Ministry's Operations, Regional entry, MTC 17.

ASSISTANT DEPUTY MINISTER - SAFETY AND REGULATION ENFORCEMENT**HIGHWAY CARRIER LICENSING OFFICE**

MTC 31

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-7146

Highway Carrier Licensing Office administers the **Public Vehicles Act** and the **Public Commercial Vehicles Act**. Issues **licences** to: public vehicles (PV), e.g., **bus** and charter operations (248-7146); to public commercial vehicles (PCV), e.g., **truck**, tractors, dual purpose vehicles operating for hire in Ontario beyond the municipality of origin; and to **freight forwarders** (FF). Issues Class L **permits** (single-trip) to U.S. common carriers for movements of freight-in-bond through Ontario to another destination, e.g., corridor movements. Applications for cartage licences within a municipality should be made at the Clerk's office in the municipality. Vehicle inspection and issuance of permits are carried out by the regional and district offices listed under this Ministry's Operations, Regional, Drivers and Vehicles Office entry, MTC 20.

INVESTIGATIONS AND PROSECUTIONS OFFICE

MTC 32

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-7156

Investigations and Prosecutions Office conducts off-highway investigations of purported contraventions of the Motor Vehicle Transport (MTV, federal), Public Commercial Vehicle (PCV) and Public Vehicle (PV) Acts. Supports Ministry prosecutions under these Acts.

TRANSPORTATION REGULATION DEVELOPMENT BR

MTC 33

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3548

The branch determines regulatory program needs of **drivers** and private and commercial **vehicles** by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and vehicles. Provides information and liai-

son on matters relating to government policies concerning the **highway** carrier industries. Manages the vehicle equipment approval program and investigates **accidents** in which condition of vehicles may have been contributory factor. Develops and modifies procedures for **safety** standards enforcement. Prepares drafts for proposed legislation and regulations.

TRANSPORTATION REGULATION OPERATIONS DIVISION

TRANSPORTATION REGULATION OPERATIONS DIVISION

MTC 34

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8

This division comprises the Operational Policy Office and the Licensing and Control Branch (described separately). In addition, the division assumed responsibility for planning and coordinating the re-structuring of the Licensing and Control Branch and the move of about 40% of its staff to the new government building in Kingston which is due for completion in 1983.

OFFICE OF COORDINATOR, OPERATIONAL POLICY

MTC 35

1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-248-7151

Coordinator of operational policy coordinates the enforcement of legislation regarding **drivers** and **vehicles** and develops and coordinates policy carried out through five regional and 13 district offices located throughout Ontario. The programs of these offices, which provide **driver** examination and licensing, **vehicle licensing** and inspections, are described individually under this Ministry's Licensing and Control Branch entries: Driver Control Office, Driver Licensing Office, Reciprocity and Prorate Office, Vehicle Licensing Office and Vehicle Control Office. The regional and district offices are listed under this Ministry's Operations, Regional, Drivers and Vehicles Office, MTC 20.

LICENSING AND CONTROL BR DRIVER CONTROL OFFICE

MTC 36

2680 Keele St.
Downsview M3M 1J8
416-249-3303

The Driver Control Office ensures that Ontario **drivers** are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; suspends and reinstates driver's **licence** as required by statute. Checks **motor vehicle** collision reports after **accidents** to determine need for re-examinations, medical or vision certificate. For information on suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call Ministry of Consumer and Commercial Relations Motor Vehicle Accident Claims at 963-0566. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, at 965-3711. For a list of Drivers and Vehicles regional and district offices and full-time driver examination centres, see this Ministry's Operations, Regional, Drivers and Vehicles Office entry, MTC 20.

LICENSING AND CONTROL BR DRIVER

MTC 37

LICENSING OFFICE

2680 Keele St.

Downsview M3M 1J8

416-249-8571

The Driver Licensing Office issues an appropriate **driver's licence** (including learner's **permits**, renewals, replacements and corrections of licences) to all eligible applicants in Ontario. Collects and refunds appropriate fees to drivers. Maintains **statistics** on **motor vehicle accidents**.

For a list of Drivers and Vehicles regional and district offices and full time driver examination centres, see this Ministry's Operations, Regional, Drivers and Vehicles Office entry, MTC 20.

LICENSING AND CONTROL BR
RECIPROCITY AND PRORATE OFFICE

MTC 38

2680 Keele St.

Downsview M3M 3E6

416-248-7276

The Reciprocity and Prorate Office administers Ontario's participation in the **Canadian Agreement on Vehicle Registration (C.A.V.R.)**. Ontario, together with British Columbia, Alberta, Saskatchewan, Manitoba and New Brunswick, has currently implemented the agreement. Quebec, Nova Scotia and Newfoundland plan to implement the agreement in 1982. The objective of the agreement is to provide for the smooth and efficient movement of goods across provincial boundaries, allowing **trucking** companies and commercial carriers to apportion their licence fees in each participating province. It provides reciprocity for **registration of commercial motor vehicles (trucks and buses)** in two ways. Full and free reciprocity is provided for small **trucks, trailers, charter buses** and trucks carrying used household goods. Commercial **vehicles** not covered by full and free reciprocity may be registered in member jurisdictions and have the registration fees prorated based on the distance travelled in each jurisdiction.

LICENSING AND CONTROL BR
VEHICLE LICENSING OFFICE

MTC 39

Ferguson Block

Queen's Park, Toronto M7A 1Z8

The Vehicle Licensing Office registers and issues **licences** for all **motor vehicles, trailers** and snow vehicles, (e.g., **snowmobiles**). Issues licences to individuals in respect of specific premises or **garages** used for wrecking or dealing in motor vehicles. Although the management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 315 locations. For information on how to get licences for vehicles, contact the Agents Issuing Section, Queen's Park, 416-965-1226, your local Issuing Agent or any of the following Ministry Issuing Offices. For information on ownership of vehicles see this Ministry's Licensing and Control Branch Vehicle Control Office entry, MTC 40.

The Vehicle Inspections Section (965-7168) administers programs designed to reduce death, injury and property damage caused by defective **vehicles**. Inspection mechanics under **licences** of appointed **inspection stations** are permitted to issue **safety** standard certificates confirming mechanical fitness of vehicles. Roadside inspection sites throughout

Ontario and at commercial vehicle operators' terminals inspect safety related vehicle components or systems on heavy commercial motor vehicles. Permanent inspection lanes at Downsview and portable inspection lanes travelling throughout the Province during the summer months identify light vehicles (cars and light trucks) having defects affecting safety of operation. **School bus** and public vehicle safety inspections are conducted semi-annually. For a list of Drivers and Vehicles regional and district offices and full time driver examination centres, see this Ministry's Operations, Regional, Drivers and Vehicles Office entry, MTC 20.

Vehicle licensing regional and district offices are listed below.

District Office
382 Wellington St. W.
Chatham N7M 1K4
519-352-6154

Eastern Regional Office
533 Montreal St.
Kingston K7K 3H9
613-544-2220

Southwestern Regional Office
659 Exeter Rd.
Box 5338
London N6E 1L3
519-681-1441, Local 240

District Office
2520 Dixie Rd. S.
Mississauga L4Y 2A5
416-279-5305

Northern Regional Office
447 McKeown Ave.
North Bay
705-472-7900

District Office
67 Thornton Rd. S.
Oshawa L1J 5Y1
416-728-7505

District Office
1570 Walkley Rd.
Ottawa K1V 6P5
613-731-1760

District Office
370 Kenora Ave. N.
Stoney Creek L8E 2W2
416-561-5921

District Office
431 Hibernia St.
Stratford N5A 5W2
519-271-0961

Northwestern Regional Office
615 James St. S.
Box 1177
Thunder Bay P7C 4X9
807-475-4291

Central Regional Office
5000 Yonge St.
Toronto M2N 6E9
416-224-7496

License Issuing, Queen's Park
1st Flr., Macdonald Block
Queen's Park, Toronto
416-965-2206

License Issuing, Downsview
1201 Wilson Ave.
Toronto (Downsview) M3M 1J8
416-248-7171

LICENSING AND CONTROL BR
 VEHICLE CONTROL OFFICE
 77 Wellesley St., Ferguson Block
 Queen's Park, Toronto M7A 1Z8
 416-965-1500

MTC 40

The Vehicle Control Office provides information on **vehicles** to the police (965-9545) and for a fee to insurance companies, legal firms and the public. Write to: Vehicle Records, Ministry of Transportation and Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or district offices listed under this Ministry's Operations, Regional, Drivers and Vehicles entry, MTC 20. Answers inquiries on change of address for vehicle ownership **permits** (965-4395). For information on advance accounts for vehicle registration, call 965-0755. Search Group (965-1563) provides current or historical (current plus 3 years) data on vehicles ownership, description and **insurance** searched by plate number, owner's name or serial number (for passenger cars and **trailers**). Fee is \$3. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at \$2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking **summonses** and **warrants** were wrongly issued, or vehicles were sold and purchaser failed to complete all aspects of the transaction.

ASSISTANT DEPUTY MINISTER - PROVINCIAL/MUNICIPAL TRANSPORTATION

COORDINATOR EXTERNAL RELATIONS
 1201 Wilson Ave., West Tower
 Downsview M3M 1J8

MTC 41

The Coordinator External Relations coordinates **intergovernmental** relationships between Ontario and the other provinces and the federal government in the field of **transportation**. The Coordinator monitors the activities, new programs and legislation of other provincial governments and the federal government, and assesses the possible impact on the Ministry for the information of senior management.

TRANSPORTATION PROGRAMS DIVISION

AIR OFFICE
 1201 Wilson Ave., West Tower
 Downsview M3M 1J8
 416-248-3325

MTC 42

The Air Office develops provincial policy on aviation matters; reviews applications before the Air Transport Committee of the Canadian Transport Commission and prepares provincial positions to influence the committee and the federal government; plans provincially funded **air** services; administers **financial assistance** to **municipalities** for local **airports**; plans and programs the construction and maintenance of remote airports in **Northern Ontario**. The actual construction and maintenance activities for remote airports are carried out by Operations, Regional, Northwestern Region. See entry under Operations, Regional, Remote Northern Transportation Office, MTC 24.

MARINE AND PIPELINE OFFICE

MTC 43

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-7131

The Marine and Pipeline Office develops provincial policy on commercial **water transportation** and **pipeline** matters.

MUNICIPAL ROADS OFFICE

MTC 44

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3621

The Municipal Roads Office develops policy for the provision of **financial assistance** to all **municipalities** and groups in **unorganized territories** for the **construction** and maintenance of **roads** and **bridges**; develops systems to assist municipalities in the overall programming of capital works; processes submissions to the **Urban Transportation Assistance Program** involving municipal roads. Construction and maintenance in unorganized territories as well as direct contact on a day to day basis with municipalities is carried out in various district offices under direction of Regional Municipal Roads Offices. For a list of the district offices see this Ministry's Operations, Regional, entry, MTC 17.

RAIL OFFICE

MTC 45

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3744

The Rail Office develops provincial policy on **rail** matters. Maintains close contact with **railway** companies, shippers and regulatory authorities.

TRANSIT OFFICE

MTC 46

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3785

The Transit Office provides **financial assistance** to **municipalities** for **transit** operations by bus, streetcar, subway, and by parallel services for physically **disabled persons**; for construction, acquisition and rehabilitation of capital assets and equipment; for transit planning studies and demonstration projects. Provides municipalities with technical and organizational assistance in transit operations.

POLICY PLANNING AND RESEARCH DIVISION**POLICY PLANNING BR**

MTC 47

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-248-3638

The branch consists of four separate offices: Policy Development Office (248-3727), Policy Evaluation Office (248-3727), Transportation Demand Forecasting Office (248-3795); and Social and Policy Research Office (248-7191). It is responsible for developing corporate policy positions on multi-modal **transportation** issues; developing long range perspectives on inter-city and urban movement of goods and people; developing evaluation

criteria and methodology to assess the achievement of the Ministry's goals and objectives and the contribution by the Ministry's programs to other government programs; developing, maintaining, and supplying travel demand forecasts for the Ministry's strategic and program planning activities; and undertaking policy **research** and analysis related to the **social** and **behavioural** aspects of **transportation**.

RESEARCH AND DEVELOPMENT BR

MTC 48

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-3917

Conducts engineering **research** and development related to materials, pavement and structures as well as other technological improvements associated with Ministry **transportation** programs. Carries out system research and development relative to **traffic** control systems, commercial **vehicle** dynamics, and **transit** vehicles. Human factors in transportation, including driver behaviour and safety are also studied. Provides support research and testing to Urban Transportation Development Corporation (UTDC), Toronto Area Transit Operating Authority (TATOA), Transportation Energy Management Program (TEMP) as well as testing instrumentation expertise. Further details of branch activities are described under Research and Development and the activity name.

RESEARCH AND DEVELOPMENT BR

MTC 49

AUTOMOTIVE ENERGY

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-7141

Supports the Ministry's **Transportation Energy Management Program** with a **research** and test program in the following areas: **motor vehicles**, **trucks** and **alternate fuels**.

RESEARCH AND DEVELOPMENT BR CONTROL SYSTEMS

MTC 50

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-3771

Research and development in the application of modern automation and process control technology to improve the efficiency and safety of **transportation** systems. Current research and development projects involve **highway** corridor **traffic** management systems, computerized area traffic signal control systems for small **municipalities**, command and control systems for urban **rail transit** and microprocessor applications in transportation systems. An up-to-date **library** of traffic simulation and optimization programs is maintained for research applications.

RESEARCH AND DEVELOPMENT BR

MTC 51

EXPERIMENTAL DEMONSTRATION AND TECHNOLOGY TRANSFER

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-248-7226

Responsible for experimental facilities for **transportation research** this unit includes engineers and technicians specializing in areas such as electronics, acoustics, instrumentation, automobile and mechanical engineering in addition to equipment and instrumentation to

support the research programs. Electronic and instrumentation **laboratory** facilities are available to other ministries.

Technology Transfer disseminates information to target audiences within the Ministry, industry, the general public, and other provincial, national and international governments and institutions, effectively directing the printing, publication and distribution of technical reports, papers, research abstracts, implementation packages and audio-visual presentations.

RESEARCH AND DEVELOPMENT BR ERGONOMICS

MTC 52

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-7191

Carries out investigations of **driver** behaviour and associated education, training and testing in support of **highway safety**; study of the operational effectiveness of **transportation** components and networks (e.g. **truck** inspection system); establishment of the inter-relationship of infrastructure capacity, equity and maintenance costs with load legislation, enforcement and the economy of goods transport; human studies related to **transit** and highway use (e.g. reaction to **noise** barriers, transit information systems, in particular interaction with control systems and machines); counter measures **research** for highway safety (e.g. **speed limits**, **seat belts**).

RESEARCH AND DEVELOPMENT BR MATERIALS AND ENVIRONMENT

MTC 53

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3355

The Materials and Environment Office conducts **research** related to **construction** materials and the interaction of a **highway** facility with the immediate environment and the **vehicle**. These studies include the properties and construction techniques of **soils**, granular materials, **waste** materials, asphalt, concrete and other construction materials to improve their economy and durability; studies of systems and development of test procedures to define the required quality of materials and construction; the investigation of highway/vehicle systems interaction to improve skid resistance, visibility, illumination, and **safety**; development of improved **noise** barriers and **safety** barriers; improvement of **drainage** and minimization of adverse effects of winter maintenance salting; and devising rehabilitation techniques and materials for concrete **bridge** decks, substructures and pavements.

RESEARCH AND DEVELOPMENT BR PAVEMENT RESEARCH

MTC 54

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3355

The **Pavement Research Office** conducts **research** related to **highway** pavement design, pavement performance, and pavement management systems. This research involves the development of new approaches to pavement design and selection, taking account of initial and lifetime costs; seeking improved methods of evaluating and predicting pavement performance and life under environmental and traffic influences; studying methods and

procedures for the determination of pavement thickness under various traffic loads and intensities; and determining improved procedures for pavement maintenance and rehabilitation to prolong service life.

RESEARCH AND DEVELOPMENT BR STRUCTURES RESEARCH

MTC 55

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3355

Carries out **research** and development into the theory and practice of the design, **construction**, and maintenance of **bridge** structures to ensure adequate load carrying capacity, **safety**, economy, and durability. This office initiated the development of the **Ontario Highway Bridge Code**, and a number of projects are underway to support the Code. Further studies include the field testing of static and dynamic responses of bridges, culverts, and other **highway** structures; modelling of structures, members and components; development of new analytical methods and applications of structural mechanics; and the development of improved structural material usage, such as **timber**.

RESEARCH AND DEVELOPMENT BR TRANSPORT AND VEHICLE SYSTEMS

MTC 56

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3771

Carries out systems **research**, development, demonstration on a project basis for all modes of **transportation** including the way (except highways) and the **vehicle**. Activities include investigating steel wheels on **rail transit** systems; studying dynamics of transit vehicles, ways and structures; improvement of transit vehicles (including **buses**) and commercial vehicles together with associated propulsion and operational characteristics. Maintains awareness and initiates research opportunities in **water**, **air**, rail, **pipeline** and paratransit modes including car and van pooling.

TRANSPORTATION ENERGY MANAGEMENT PROGRAM

MTC 57

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-7296

Carried out in conjunction with the Ministry of Energy, the Transportation Energy Management Program (TEMP) is concerned with the following areas: **municipal** and inter-city **transportation conservation**; ridesharing (car and van pooling); **driver** efficiency improvement; Trucksave (**Truck energy** conservation); alternative transportation **fuels** (propane, natural **gas**, methanol, greater use of diesels); and development of alternate fuels policy and administration of Government of Ontario energy management programs for its own **vehicle** fleet.

TRANSPORTATION OUTLOOKS

MTC 58

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-248-3571

Scans and monitors the external environment and provides the Ministry with **research** in

the form of medium and long term future studies and outlooks on **social, economic, technological** and **population** changes as these may relate to **transportation**. Identifies potential strategic issues which may be of significant interest to the Ministry's Strategic Policy Committee.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO HIGHWAY TRANSPORT BOARD

MTC 59

151 Bloor St. W.
Toronto M5S 2T5
416-965-1845

The Ontario Highway Transport Board, a regulatory tribunal, approves issuance of and changes to **licences** for **bus** and **truck** for-hire services. Recommends to the Minister of Transportation and Communications, approval or rejection of transfers of operating licences and public vehicle tariffs. Operating licences are issued by the Minister of Transportation and Communications under the following Acts: Public Commercial Vehicles Act, Public Vehicles Act and the Motor Vehicle Transport Act, Canada. These Acts require that for-hire bus and truck operators hold an operating licence.

ONTARIO TELEPHONE SERVICE COMMISSION

MTC 60

3625 Dufferin St., Ste. 200
Downsview M3K 1Z2
416-248-3831

The Ontario Telephone Service Commission (OTSC) is responsible for regulating the providers of **telephone** services under provincial jurisdiction, under the **Telephone Act**. There are 31 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television and Telecommunications Commission (CRTC).

TORONTO AREA TRANSIT OPERATING AUTHORITY

MTC 61

GO TRANSIT
3625 Dufferin St.
Downsview M3K 1Z2
416-630-2635

GO Transit was created to design, establish and operate an inter-regional **transit system** serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. **Go Transit** manages a commuter railway service operated by CN Railways, and a commuter bus service operated by Gray Coach Lines, Travelways Maple Leaf Ltd. and Charterways Transportation Ltd. For information on timetables and fares, phone local Go Transit number (in Toronto, 630-3933). GO Transit reports to the Legislature through the Minister of Transportation and Communications.

LICENCE SUSPENSION APPEAL BOARD

MTC 62

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-248-3845

The Board hears appeals: from persons whose **driver's or vehicle licence** has been suspended under the **Highway Traffic Act, Section 27**; and concerning the refusal, revocation or conditions of **motor vehicle inspection station licences** under the **Highway Traffic Act, Section 58**.

ACTS

MTC 63

The following is a list of Acts administered by the Ministry of Transportation and Communications. For information on which branches administer the Acts, see Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Airports Act
Blue Waters Bridge Act
Bridges Act
Commuter Services Act
Dangerous Goods Transportation Act, 1981 (requires proclamation)
Ferries Act
Highway Traffic Act
Local Roads Boards Act
Ministry of Transportation and Communications Act
Ministry of Transportation and Communications Creditors Payment Act
Motorized Snow Vehicles Act
Municipal Electric Railways Act
Muskoka & Parry Sound Telephone Co., Limited Acquisition Act, 1978
Ontario Highway Transport Board Act
Ontario Telephone Development Corporation Act
Ontario Transportation Development Corporation Act
Public Commercial Vehicles Act
Public Service Works on Highways Act
Public Transportation and Highways Improvement Act
Public Vehicles Act
Railways Act
Statute Labour Act (Part)
Telephone Act
Toll Bridges Act
Toronto Area Transit Operating Authority Act
Township of Pelee Act, 1978
Urban Transportation Development Corporation Ltd. Act

MINISTRY OF TREASURY AND ECONOMICS

Frost Bldg. South

Queen's Park, Toronto M7A 1Y7

A Treasury department was first established in 1867 and over the years it had been combined with various departments such as Education, Commerce, Development and Federal and Provincial Relations. In 1972, parts of the Department of Municipal Affairs and the Department of Treasury and Economics were combined to form the Ministry of Treasury, Economics and Intergovernmental Affairs. The Ministry of Treasury and Economics was established under the Ministry of Treasury and Economics Act, 1978.

The Ministry of Treasury and Economics recommends fiscal, economic and regional policies within the Ontario government. The Ministry deals with taxation and fiscal policy (including development of the provincial Budget), economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

DEPUTY MINISTER'S OFFICE

OFFICE OF LEGAL SERVICES

TREASURY 1

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5239

Office of Legal Services provides legal services for the Ministry of Treasury and Economics and the Ontario Economic Council. The office counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settling of claims, acting at court hearings, etc. It is responsible to the Attorney General's Office.

SUPPORT SERVICES

INTERNAL AUDIT SERVICES BR

TREASURY 2

1075 Bay St., 4th Flr.

Toronto M7A 1Y7

416-965-5123

Internal Audit Services Branch provides an internal audit capacity within the Ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the Ministry. Serves the Ministry of Treasury and Economics, Ministry of Intergovernmental Affairs, Ministry of Energy and Civil Service Commission.

MANAGEMENT SERVICES BR

TREASURY 3

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-7582

Management Services coordinates, develops and monitors the Ministry's systems for the allocation and utilization of resources and its results-oriented system of management; monitors the Ministry's organization and conducts studies, as required; and coordinates the Ministry's relationships with the Management Board Secretariat.

ADMINISTRATION SERVICES DIVISION

ADMINISTRATION SERVICES DIVISION

TREASURY 4

1075 Bay St., 4th Flr.

Toronto M7A 1Y7

416-965-5420 - Executive Director

In addition to the Ministry of Treasury and Economics, the division provides full administration services to the following: Ministry of Intergovernmental Affairs, Ministry of Energy, Ontario Energy Board, Ontario Energy Corporation, Niagara Escarpment Commission, Ontario Economic Council, and except for personnel services, to the Civil Service Commission and to Management Board. The division is also involved with this Ministry's Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women. For a description of the branches that provide the division's services, see the descriptions listed below.

ACCOUNTS AND OFFICE SERVICES BR

TREASURY 5

1075 Bay St., 4th Flr.

Toronto M7A 1Y7

416-965-4085

Accounts and Office Services Branch performs the accounting and office support (administrative services) for the Ministry of Treasury and Economics. Also provides accounting and administrative services for the Ontario Economic Council, Niagara Escarpment Commission, Ministry of Intergovernmental Affairs, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission.

The general accounting functions include sharing payroll functions with the Ministry's Personnel Administration Branch, expense account services, accounts payable, and financial liaison with the Provincial Auditor, and other government ministries and agencies.

The administrative services include the purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for office safety supervision.

COMMUNICATIONS GROUP

TREASURY 6

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-7171

Communications Group provides information services for the Ministry of Treasury and Economics. The Communications Group informs the public, client groups and the media about the Ministry's activities. It establishes the Ministry's communications policy and advises its branches on communications problems. The group provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, producing and distributing audio-visual materials, publications

and news releases, and operating the Ministry **reading room** which provides public access to Ministry publications, statutes and some of its manuals and internal procedures.

LIBRARY SERVICES BR

TREASURY 7

Frost Bldg. N., Main Flr.
Queen's Park, Toronto M7A 1Y8
416-965-2314

Library Services Branch operates a **library** which has reference materials for use by this Ministry and the Ministry of Intergovernmental Affairs and their agencies, and to a lesser extent, by other provincial and federal ministries. The library has three indices which may be of interest to municipalities and the public: an index to **legislation** in the form of private acts in Ontario since 1867; an index and history of **incorporation** for Ontario **municipalities** since 1792; and an index to **unorganized territories** (unincorporated communities) in Ontario. Questions on annexations, amalgamations, and dissolutions of Ontario municipalities can be answered by this branch.

PERSONNEL ADMINISTRATION BR

TREASURY 8

1075 Bay St., 4th Flr.
Toronto M7A 1Y7,
416-965-6171

Personnel Administration Branch performs the **personnel** functions for the Ministry of Treasury and Economics, the Ministry of Intergovernmental Affairs, the Ministry of Energy, Ontario Energy Board, Ontario Energy Corporation and the Niagara Escarpment Commission. Personnel Administration Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Administration Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Administration Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

TREASURY DIVISION

FINANCE MANAGEMENT BR

TREASURY 9

Frost Bldg N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-965-2914

Finance Management Branch provides policy recommendations, implementation and **research in public finance** to ensure sound strategy and to preserve Ontario's credit worthiness; controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are **invested**; provides direction for the Province's centralized financing policy and government **debt** management requirements including the issuance and retirement of Province of Ontario debt **securities (debentures)** and **treasury bills**; coordinates overall debt policy for the public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing the provincial guarantee.

FINANCIAL INFORMATION AND ACCOUNTING POLICY BR

TREASURY 10

Frost Bldg. N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-965-5273

Financial Information and Accounting Policy Branch manages Ontario's requirements in overall government **accounting**, control and consolidated **public** and internal **financial** reporting. Specifically, it: maintains records of all **Consolidated Revenue Fund** transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g., **Public Accounts**, and prospectuses of **debentures**; operates central financial information systems by analyzing and consolidating data on revenues, expenditures, budgets, forecasts and **statistics**; provides all ministries and agencies with direction on financial transactions to ensure quality and comprehension of accounting and financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with central financial information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries and agencies; provides liaison with the **banking** community.

SECURITIES BR

TREASURY 11

Frost Bldg. N., Main Flr.
Queen's Park, Toronto M7A 1Y7
416-965-6691
Outside Toronto, call 1-800-268-7097 toll free

Securities Branch acts as registrar and transfer agent of the provincial public **debt** issues, both domestic and foreign. The branch is responsible for the prompt payment of **interest** on the public debt; supplies **investors** with information on transfer requirements; arranges for complete service of **debentures** from issue to maturity. Also provides support for the programs of the Finance Management Branch in the **investments** of the Province and holds in safekeeping **securities** deposited with the Province by the public in accordance with the regulations of provincial legislation.

OFFICE OF THE BUDGET AND INTERGOVERNMENTAL FINANCE

PENSION POLICY UNIT

TREASURY 12

Frost Bldg. S., 5th Flr.
Queen's Park, Toronto M7A 1Z2
416-965-2194

The unit primarily serves the Ministry of Treasury and Economics providing advice on **pension** policy in Ontario.

INTERGOVERNMENTAL FINANCE POLICY BR

TREASURY 13

Frost Bldg. S., 5th Flr.
Queen's Park, Toronto M7A 1Y7
416-965-3505

Branch activities include developing policies for government financing; negotiating, coordinating and monitoring **federal-provincial** financial arrangements and agreements; advising the Ontario government on the financial implications of federalism. The branch also initiates special studies in **intergovernmental** financial arrangements, including arrangements with other provincial governments. It also monitors, coordinates and pro-

vides advice on local transfer policy (i.e., **provincial-municipal** and school board financial arrangements) and overall **intergovernmental** revenue-sharing.

FISCAL PLANNING POLICY BR

TREASURY 14

Frost Bldg. S., 4th Flr.
Queen's Park, Toronto M7A 1Y7
416-965-5171

Responsible for the coordination and preparation of the Province's fiscal plan which is published annually in the **Budget** and updated quarterly in **Ontario Finances**.

TAXATION POLICY BR

TREASURY 15

Frost Bldg. S., 4th Flr.
Queen's Park, Toronto M7A 1Z2
416-965-5058

The **Taxation** Policy Branch monitors the Ontario tax system and analyzes alternative tax options. Makes recommendations as to the appropriate level and mix of **taxation** in the Province of Ontario.

OFFICE OF ECONOMIC POLICY

ECONOMIC DEVELOPMENT BR

TREASURY 16

Frost Bldg. N., 6th Flr.
Queen's Park, Toronto M7A 1Z3
416-965-0448

Economic Development Branch functions include: development and recommendation of **economic** development policies concerning broad strategies for the economic regions in Ontario; analysis of specific economic development proposals and issues with significant regional impact and the development of appropriate policy options; analysis of sectors with major economic and regional development significance; coordination of negotiations with the **Department of Regional Economic Expansion** on behalf of the Province; project development, analysis and monitoring for the Regional Priority **Budget** in Southern Ontario.

ECONOMIC POLICY BR

TREASURY 17

Frost Bldg. N., 5th Flr.
Queen's Park, Toronto M7A 1Z1
416-965-2999

Economic Policy Branch conducts **research** and develops **economic** policy strategies in the following areas: the development of **industry** and finance, anti-inflation, **energy**, international **trade**, interprovincial trade, competition, **manpower** and **employment** policy, and short- and medium-term economic forecasts.

ECONOMIC RESEARCH BR

TREASURY 18

Frost Bldg. N., 4th Flr.
Queen's Park, Toronto M7A 1Y7
416-965-5454

Economic Research Branch investigates and monitors economic issues in Ontario. To

support Ministry decision-making, undertakes **economic research** of government policy priorities. Studies include industry sector analyses, and structural issues.

CENTRAL STATISTICAL SERVICES

CENTRAL STATISTICAL SERVICES

TREASURY 19

Frost Bldg. N., 3rd Flr.

Queen's Park, Toronto M7A 1Y7

416-965-7078

Outside Toronto, call 1-800-268-7198 toll free

Central Statistical Services supplies **statistical** services to individual ministries and to the central agencies of the Ontario government to assist in planning and policy formulation. Coordinates activities with Statistics Canada and other statistical agencies. Publishes selected statistical reports including **Ontario Statistics**, a 600 page compendium of social and **economic** statistics, available from the Ontario Government Bookstore. Provides a general statistical information service to the public and to the ministries in the fields of **population**, social and **economic** statistics (965-7078); demographic estimates and projections, economic accounts and specialized social and economic statistical studies (965-2217) as well as providing statistical survey and advisory services (965-3792).

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others (COMM 1). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO ECONOMIC COUNCIL

TREASURY 20

81 Wellesley St. E.

Toronto M4Y 1H6

416-965-4315

Ontario Economic Council (OEC) is an advisory group reporting to the Ontario government and the public on a wide range of **economic** and other matters such as **urban affairs**, **social security**, **health and education** policy. The Council seeks to create a greater awareness and public understanding of socio-economic issues. It coordinates its work with the **Economic Council of Canada** and Ontario government ministries. Publishes an annual report which details **research** publications and work in progress. The Council also operates a **library**.

BOARD OF INDUSTRIAL LEADERSHIP AND DEVELOPMENT

TREASURY 21

Frost Bldg. N., 6th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-9852

The **Board of Industrial Leadership and Development (BILD)** is a Committee of Cabinet, chaired by the Treasurer of Ontario, with the responsibility for consolidating and coordinating Ontario's **economic development** strategy and providing a focus for **economic liaison** with the federal government and other concerned interests, including the private sector. This Cabinet Committee now consists of the Chairman and eight Ministers. The BILD Secretariat (965-9852) supports the Board of Ministers who administer their own

projects. The Secretariat can provide referral to specific **BILD projects** and the ministries responsible for them.

ACTS

TREASURY 22

The following is a list of Acts administered by the Ministry of Treasury and Economics. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

- Audit Act
- Farm Loans Act
- Farm Loans Adjustment Act
- Financial Administration Act
- Gold Clauses Act
- Idea Corporations Act, 1981
- Ministry of Treasury and Economics Act
- Ontario Economic Council Act
- Ontario Education Capital Aid Corporation Act
- Ontario Loan Act
- Ontario Municipal Employees Retirement System Act
- Ontario Municipal Improvement Corporation Act
- Ontario Universities Capital Aid Corporation Act
- Sandwich, Windsor and Amherstburg Railway Act, 1977
- Statistics Act
- Supply Act

Ministerial Responsibility for Acts

- Abandoned Orchards Act
(Agriculture & Food)
- Absconding Debtors Act (Attorney General)
- Absentees Act (Attorney General)
- Accidental Fires Act (Attorney General)
- Accumulations Act (Attorney General)
- Administration of Justice Act
(Attorney General)
- Age of Majority and Accountability Act (Attorney General)
- Agricultural Associations Act
(Agriculture & Food)
- Agricultural Committees Act
(Agriculture & Food)
- Agricultural Development Finance Act (Ministry of Revenue)
- Agricultural Rehabilitation and Development Act Ontario
(Agriculture & Food)
- Agricultural Representatives Act
(Agriculture & Food)
- Agricultural Research Institute of Ontario Act (Agriculture & Food)
- Agricultural Societies Act
(Agriculture & Food)
- Agricultural Tile Drainage Installation Act (Agriculture & Food)
- Airports Act (Transportation & Communications)
- Alcoholism and Drug Addiction Research Foundation Act
(Health)
- Algonquin Forestry Authority Act
(Natural Resources)
- Algonquin Provincial Park Extension Act (Natural Resources)
- Aliens' Real Property Act (Attorney General)
- Ambulance Act (Health)
- An Act To Confirm the Title of the Government of Canada to Certain Lands & Indian Lands, 1915
(Natural Resources)
- An Act for the Settlement of Certain Questions Between the Governments of Canada and Ontario Respecting Indian Reserve Lands, 1891 (Ministry of Natural Resources)
- Anatomy Act (Solicitor General)
- Anglican Churches of Canada Act, 1979 (Attorney General)
- Animals for Research Act
(Agriculture & Food)
- Apportionment Act (Consumer & Commercial Relations)
- Apprenticeship and Tradesmen's Qualification Act (Colleges & Universities)
- Arbitrations Act (Attorney General)
- Architects Act (Attorney General)
- Archives Act (Citizenship & Culture)
- Art Gallery of Ontario Act
(Citizenship & Culture)
- Artificial Insemination of Live Stock Act (Agriculture & Food)
- Arts Council Act (Citizenship & Culture)
- Assessment Act (Ministry of Revenue)
- Assessment Review Court Act
(Attorney General)
- Assignments and Preferences Act
(Consumer & Commercial Relations)
- Athletics Control Act (Consumer & Commercial Relations)
- Audit Act (Provincial Auditor)

- Audit Act (Treasury & Economics for Changes to Legislation)
- Bail Act (Attorney General)
- Bailiffs Act (Consumer & Commercial Relations)
- Barrie-Innisfil Annexation Act, 1981 (Municipal Affairs & Housing)
- Barristers Act (Attorney General)
- Beach Protection Act (Natural Resources)
- Beds of Navigable Waters Act (Natural Resources)
- Beef Cattle Marketing Act (Agriculture & Food)
- Bees Act (Agriculture & Food)
- Bills of Sale Act (Consumer & Commercial Relations)
- Blind Persons' Rights Act (Attorney General)
- Blind Workmen's Compensation Act (Labour)
- Blue Waters Bridge Act (Transportation & Communications)
- Boilers and Pressure Vessels Act (Consumer & Commercial Relations)
- Boundaries Act (Consumer & Commercial Relations)
- Brantford-Brant Annexation Act, 1980 (Municipal Affairs & Housing)
- Bread Sales Act (Consumer & Commercial Relations)
- Bridges Act (Transportation & Communications)
- Brock University Act, 1964 (Colleges & Universities)
- Brucellosis Act (Agriculture & Food)
- Building Code Act (Consumer & Commercial Relations)
- Bulk Sales Act (Attorney General)
- Bull Owners' Liability Act (Agriculture & Food)
- Business Corporations Act (Consumer & Commercial Relations)
- Business Practices Act (Consumer & Commercial Relations)
- Business Records Protection Act (Attorney General)
- Canada Company's Lands Act (Natural Resources)
- Cancer Act (Health)
- Cancer Remedies Act (Health)
- Carleton University Act, 1952 (Colleges & Universities)
- Cemeteries Act (Consumer & Commercial Relations)
- Centennial Centre of Science and Technology Act (Citizenship & Culture)
- Certification of Titles Act (Consumer & Commercial Relations)
- Change of Name Act (Attorney General)
- Charitable Gifts Act (Attorney General)
- Charitable Institutions Act (Community & Social Serv)
- Charities Accounting Act (Attorney General)
- Child Welfare Act (Community & Social Serv)
- Child Welfare Municipal Payments Continuance Act, 1976 (Community & Social Serv)
- Child Welfare Validation of Adoption Orders Act, 1980 (Community & Social Serv)
- Children's Institutions Act (Community & Social Serv)
- Children's Law Reform Act (Attorney General)
- Children's Mental Health Services Act (Community & Social Serv)
- Children's Probation Act (Community & Social Serv)

- Children's Residential Services Act
(Community & Social Serv)
- Children's Services Transfer Act,
1977 (Community & Social Serv)
- Chiropody Act (Health)
- City of Cornwall Annexation Act,
1974 (Municipal Affairs &
Housing)
- City of Gloucester Act (Municipal
Affairs & Housing)
- City of Hamilton Act (Municipal
Affairs & Housing)
- City of Hazeldean-March Act
(Municipal Affairs & Housing)
- City of Nepean Act (Municipal
Affairs & Housing)
- City of Port Colborne Act
(Municipal Affairs & Housing)
- City of Sudbury Hydro-Electric
Service Act (Municipal Affairs &
Housing)
- City of Thorold Act (Municipal
Affairs & Housing)
- City of Thunder Bay Act (Municipal
Affairs & Housing)
- City of Timmins-Porcupine Act,
1972 (Municipal Affairs &
Housing)
- City of Toronto Act (Municipal
Affairs & Housing)
- Co-operative Corporations Act
(Consumer & Commercial
Relations)
- Co-operative Health Services of
Ontario Assets Protection Act,
1981 (Consumer & Commercial
Relations)
- Co-operative Loans Act (Agriculture
& Food)
- Collection Agencies Act (Consumer
& Commercial Relations)
- Colleges Collective Bargaining Act
(Colleges & Universities)
- Commercial Tenancies Act
(Requires Proclamation)
(Attorney General)
- Commissioners for Taking Affidavits
Act (Attorney General)
- Commodity Board Members Act
(Agriculture & Food)
- Commodity Boards and Marketing
Agencies Act (Agriculture &
Food)
- Commodity Futures Act (Consumer
& Commercial Relations)
- Community Psychiatric Hospitals
Act (Health)
- Community Recreation Centres Act
(Tourism & Recreation)
- Commuter Services Act
(Transportation &
Communications)
- Compensation for Victims of Crime
Act (Attorney General)
- Compulsory Automobile Insurance
Act (Consumer & Commercial
Relations)
- Condominium Act (Consumer &
Commercial Relations)
- Conservation Authorities Act
(Natural Resources)
- Consolidated Hearings Act, 1981
(Environment)
- Constitutional Questions Act
(Attorney General)
- Consumer Protection Act
(Consumer & Commercial
Relations)
- Consumer Protection Bureau Act
(Consumer & Commercial
Relations)
- Consumer Reporting Act (Consumer
& Commercial Relations)
- Conveyancing and Law of Property
Act (Attorney General)
- Coroners Act (Solicitor General)
- Corporation Securities Registration
Act (Consumer & Commercial
Relations)
- Corporations Act (Consumer &
Commercial Relations)

Corporations Information Act
(Consumer & Commercial Relations)

Corporations Tax Act (Ministry of Revenue)

Costs of Distress Act (Attorney General)

County Court Judges' Criminal Courts Act (Attorney General)

County Courts Act (Attorney General)

County Judges Act (Attorney General)

County of Oxford Act (Municipal Affairs & Housing)

Credit Unions and Caisses Populaires Act (Consumer & Commercial Relations)

Creditors' Relief Act (Attorney General)

Crop Insurance Act Ontario (Agriculture & Food)

Crown Administration of Estates Act (Attorney General)

Crown Agency Act (Attorney General)

Crown Attorneys Act (Attorney General)

Crown Emp Collective Bargaining Act, As Amended 1981 (Management Board)

Crown Timber Act (Natural Resources)

Crown Witnesses Act (Attorney General)

Dangerous Goods Transportation Act, 1981 (Transportation & Communications)

Day Nurseries Act (Community & Social Serv)

Dead Animal Disposal Act (Agriculture & Food)

Debt Collectors Act (Consumer & Commercial Relations)

Dental Technicians Act (Health)

Denture Therapists Act (Health)

Deposits Regulation Act (Consumer & Commercial Relations)

Development Corporations Act (Industry & Trade)

Developmental Services Act (Community & Social Serv)

Discriminatory Business Practices Act (Consumer & Commercial Relations)

Disorderly Houses Act (Attorney General)

District Municipality of Muskoka Act (Municipal Affairs & Housing)

District of Parry Sound Local Government Act, 1979 (Municipal Affairs & Housing)

District Welfare Administration Boards Act (Community & Social Serv)

Dog Licensing and Live Stock and Poultry Protection Act (Agriculture & Food)

Dog Owner's Liability Act (Attorney General)

Dominion Courts Act (Attorney General)

Drainage Act (Agriculture & Food)

Drugless Practitioners Act (Health)

Edible Oil Products Act (Agriculture & Food)

Education Act (Education)

Egress From Public Buildings Act (Consumer & Commercial Relations)

Egress From Public Buildings Act (Solicitor General)

Elderly Persons Centres Act (Community & Social Serv)

Elderly Persons' Housing Aid Act (Municipal Affairs & Housing)

Election Act (Premier's Office)

Election Finances Reform Act (Commission on Election Contributions & Expenses)

- Elevating Devices Act (Consumer & Commercial Relations)
- Employment Agencies Act (Labour)
- Employment Standards Act (Labour)
- Endangered Species Act (Natural Resources)
- Energy Act (Consumer & Commercial Relations)
- Environmental Assessment Act (Environment)
- Environmental Protection Act (Environment)
- Escheats Act (Attorney General)
- Essex County French-Language Secondary School Act, 1977 (Education)
- Estates Administration Act (Attorney General)
- Estreats Act (Attorney General)
- Evidence Act (Attorney General)
- Execution Act (Attorney General)
- Executive Council Act (Premier's Office)
- Expropriations Act (Attorney General)
- Extra-Judicial Services Act (Attorney General)
- Factors Act (Consumer & Commercial Relations)
- Family Benefits Act (Community & Social Serv)
- Family Law Reform Act (Attorney General)
- Farm Income Stabilization Act (Agriculture & Food)
- Farm Loans Act (Treasury & Economics)
- Farm Loans Adjustment Act (Treasury & Economics)
- Farm Products Containers Act (Agriculture & Food)
- Farm Products Grades and Sales Act (Agriculture & Food)
- Farm Products Marketing Act (Agriculture & Food)
- Farm Products Payments Act (Agriculture & Food)
- Ferries Act (Transportation & Communications)
- Financial Administration Act (Treasury & Economics)
- Fines and Forfeitures Act (Attorney General)
- Fire Accidents Act (Solicitor General)
- Fire Departments Act (Solicitor General)
- Fire Fighters' Exemption Act (Solicitor General)
- Fire Marshals Act (Solicitor General)
- Fish Inspection Act (Natural Resources)
- Fisheries Act Canada (Natural Resources)
- Fisheries Loans Act (Natural Resources)
- Flag Act (Gov't Services)
- Floral Emblem Act (Gov't Services)
- Fluoridation Act (Health)
- Foreign Cultural Objects Immunity From Seizure Act (Citizenship & Culture)
- Forest Fires Prevention Act (Natural Resources)
- Forest Tree Pest Control Act (Natural Resources)
- Forestry Act (Natural Resources)
- Fraudulent Conveyances Act (Attorney General)
- Fraudulent Debtors Arrest Act (Attorney General)
- Freshwater Fish Marketing Act (Ontario) (Natural Resources)
- Fruits and Vegetables Produce-for-Processing Act, 1974 (Agriculture & Food)
- Frustrated Contracts Act (Attorney General)
- Fuel Tax Act, 1981 (Ministry of Revenue)

- Funeral Services Act, 1976 (Health)
- Fur Farms Act (Agriculture & Food)
- Game and Fish Act (Natural Resources)
- Gaming Act (Attorney General)
- Gananoque Lands Act, 1961-62 (Natural Resources)
- Gardiner (George R.) Museum of Ceramic Art Act, 1981 (Citizenship & Culture)
- Gas and Oil Leases Act (Natural Resources)
- Gasoline Handling Act (Consumer & Commercial Relations)
- Gasoline Tax Act (Ministry of Revenue)
- General Sessions Act (Attorney General)
- General Welfare Assistance Act (Community & Social Serv)
- Gold Clauses Act (Treasury & Economics)
- Government Contracts Hours and Wages Act (Labour)
- Grain Elevator Storage Act (Agriculture & Food)
- Guarantee Companies Securities Act (Consumer & Commercial Relations)
- Habeas Corpus Act (Attorney General)
- Haliburton Act (Municipal Affairs & Housing)
- Healing Arts Radiation Protection Act (Some sections require Proclamation) (Health)
- Health Disciplines Act (Health)
- Health Insurance Act (Health)
- Highway Traffic Act (Transportation & Communications)
- Historical Parks Act (Tourism & Recreation)
- Homemakers and Nurses Services Act (Community & Social Serv)
- Homes for Retarded Persons Act (Community & Social Serv)
- Homes for Special Care Act (Health)
- Homes for the Aged and Rest Homes Act (Community & Social Serv)
- Horticultural Societies Act (Agriculture & Food)
- Hospital Labour Disputes Arbitration Act (Labour)
- Hospitals and Charitable Institutions Inquiries Act (Attorney General)
- Hotel Fire Safety Act (Solicitor General)
- Hotel Registration of Guests Act (Attorney General)
- Housing Development Act (Municipal Affairs & Housing)
- Human Tissue Gift Act (Solicitor General)
- Hunter Damage Compensation Act (Agriculture & Food)
- Hypnosis Act (Health)
- Income Tax Act (Ministry of Revenue)
- Idea Corporations Act, 1981 (Treasury & Economics)
- Indian Welfare Services Act (Community & Social Serv)
- Industrial and Mining Lands Compensation Act (Natural Resources)
- Industrial Standards Act (Labour)
- Innkeepers Act (Attorney General)
- Insurance Act (Consumer & Commercial Relations)
- International Bridges Municipal Payments Act, 1981 (Municipal Affairs & Housing)
- Interpretation Act (Attorney General)
- Interprovincial Subpoenas Act (Requires Proclamation) (Attorney General)
- Investment Contracts Act (Consumer & Commercial Relations)

Judges' Orders Enforcement Act
 (Attorney General)
 Judicature Act (Attorney General)
 Judicial Review Procedure Act
 (Attorney General)
 Junior Farmers Establishment Act
 (Agriculture & Food)
 Injuries Act (Attorney General)
 Justices of the Peace Act (Attorney
 General)
 Labour Relations Act (Labour)
 Lac Seul Conservation Act (Natural
 Resources)
 Lake of the Woods Control Board
 Act (Natural Resources)
 Lake Superior Board of Education
 Act (Education)
 Lakehead University Act, 1965
 (Colleges & Universities)
 Lakes and Rivers Improvement Act
 (Natural Resources)
 Land and Titles Act (Consumer &
 Commercial Relations)
 Landlord and Tenant Act (Attorney
 General)
 Land and Transfer Tax Act (Ministry of
 Revenue)
 Laurentian University of Sudbury
 Act, 1960 (Colleges &
 Universities)
 Law Society Act (Attorney General)
 Leeds and Grenville County Board
 of Education and Teachers
 Dispute Act, 1981 (Education)
 Legal Aid Act (Attorney General)
 Legislative Assembly Act (Assembly
 Office)
 Legislative Assembly Retirement
 Allowances Act, 1973 (Assembly
 Office)
 Libel and Slander Act (Attorney
 General)
 Lieutenant Governor Act (Premier's
 Office)
 Lightning Rods Act (Solicitor
 General)

Limitations Act (Attorney General)
 Limited Partnerships Act (Consumer
 & Commercial Relations)
 Line Fences Act (Municipal Affairs
 & Housing)
 Liquor Control Act (Consumer &
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 Liquor Licence Act (Consumer &
 Commercial Relations)
 Live Stock and Live Stock Products
 Act (Agriculture & Food)
 Live Stock Branding Act
 (Agriculture & Food)
 Live Stock Community Sales Act
 (Agriculture & Food)
 Live Stock Medicines Act
 (Agriculture & Food)
 Loan and Trust Corporations Act
 (Consumer & Commercial
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 Local Improvement Act (Municipal
 Affairs & Housing)
 Local Roads Boards Act
 (Transportation &
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 Local Services Boards Act (Northern
 Affairs)
 Lord's Day Ontario Act (Attorney
 General)
 Management Board of Cabinet Act,
 1971 (Management Board)
 Manitoba Ontario Lake St. Joseph
 Diversion Agreement
 Authorization Act (Natural
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 Marine Insurance Act (Consumer &
 Commercial Relations)
 Marriage Act (Consumer &
 Commercial Relations)
 Massey-Ferguson Limited Act, 1981
 (Industry & Trade)
 Master and Servant Act (Attorney
 General)
 Matrimonial Causes Act (Attorney
 General)

- McMaster University Act, 1957
(Colleges & Universities)
- McMichael Canadian Collection Act
(Citizenship & Culture)
- Meat Inspection Act Ontario
(Agriculture & Food)
- Mechanics' Lien Act (Attorney General)
- Mental Health Act (Health)
- Mental Hospitals Act (Health)
- Mental Incompetency Act (Attorney General)
- Mercantile Law Amendment Act
(Attorney General)
- Metropolitan Police Force
Complaints Project Act, 1981
(Solicitor General)
- Migratory Birds Convention Act
(Natural Resources)
- Milk Act (Agriculture & Food)
- Mineral Emblem Act (Natural Resources)
- Mining Act (Natural Resources)
- Mining Tax Act (Natural Resources)
- Ministry of Agriculture and Food
Act (Agriculture & Food)
- Ministry of Colleges and Universities
Act (Colleges & Universities)
- Ministry of Community and Social
Services Act (Community & Social
Serv)
- Ministry of Consumer and
Commercial Relations Act
(Consumer & Commercial
Relations)
- Ministry of Correctional Services Act
(Correctional Services)
- Ministry of Culture and Recreation
Act (to be repealed when the
Ministry of Citizenship & Culture
Act is passed)
- Ministry of Energy Act (Energy)
- Ministry of Government Services
Act (Gov't Services)
- Ministry of Health Act (Health)
- Ministry of Industry and Tourism
Act (to be repealed when the
Ministry of Industry & Trade Act
is passed)
- Ministry of Intergovernmental
Affairs Act, 1978
(Intergovernmental Affairs)
- Ministry of Labour Act (Labour)
- Ministry of Municipal Affairs &
Housing Act, 1981 (Municipal
Affairs & Housing)
- Ministry of Natural Resources Act
(Natural Resources)
- Ministry of Northern Affairs Act
(Northern Affairs)
- Ministry of Revenue Act (Ministry
of Revenue)
- Ministry of the Attorney General
Act (Attorney General)
- Ministry of the Environment Act
(Environment)
- Ministry of the Solicitor General Act
(Solicitor General)
- Ministry of Transportation and
Communications Act
(Transportation &
Communications)
- Ministry of Transportation and
Communications Creditors
Payment Act (Transportation &
Communications)
- Ministry of Treasury and Economics
Act (Treasury & Economics)
- Minors Act (Attorney General)
- Minors' Protection Act (Attorney
General)
- Moosonee Development Area Board
Act (Municipal Affairs &
Housing)
- Mortgage Brokers Act (Consumer &
Commercial Relations)
- Mortgages Act (Attorney General)
- Mortmain and Charitable Uses Act
(Consumer & Commercial
Relations)

- Motor Vehicle Accident Claims Act
(Consumer & Commercial Relations)
- Motor Vehicle Dealers Act
(Consumer & Commercial Relations)
- Motor Vehicle Fuel Tax Act
(Ministry of Revenue)
- Motorized Snow Vehicles Act
(Transportation & Communications)
- Municipal Act (Municipal Affairs & Housing)
- Municipal Affairs Act (Municipal Affairs & Housing)
- Municipal Arbitrations Act
(Municipal Affairs & Housing)
- Municipal Boundary Negotiations Act, 1981 (Municipal Affairs & Housing)
- Municipal Conflict of Interest Act
(Municipal Affairs & Housing)
- Municipal Corporations Quieting Orders Act (Municipal Affairs & Housing)
- Municipal Elderly Residents' Assistance Act (Municipal Affairs & Housing)
- Municipal Elections Act (Municipal Affairs & Housing)
- Municipal Electric Railways Act
(Transportation & Communications)
- Municipal Franchises Act (Municipal Affairs & Housing)
- Municipal Health Services Act
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- Municipal Unemployment Relief Act (Municipal Affairs & Housing)
- Municipal Works Assistance Act
(Municipal Affairs & Housing)
- Municipality of Metropolitan Toronto Act (Municipal Affairs & Housing)
- Municipality of Shuniah Act, 1936
(Municipal Affairs & Housing)
- Muskoka & Parry Sound Tel Co. Ltd Acquisition Act, 1978
(Transportation & Communications)
- National Radio Observatory Act
(Natural Resources)
- Negligence Act (Attorney General)
- Niagara Escarpment Planning & Development Act (Sec'y for Resources Development)
- Niagara Parks Act (Tourism & Recreation)
- Non-resident Agricultural Land Interests Registration Act
(Agriculture & Food)
- North Georgian Bay Recreational Reserve Act, 1962-63 (Natural Resources)
- North Pickering Development Corporation Act, 1974 (Municipal Affairs & Housing)
- Notaries Act (Attorney General)
- Nursing Homes Act (Health)
- Occupational Health and Safety Act
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- Occupiers' Liability Act (Attorney General)
- Official Notices Publication Act
(Gov't Services)
- Oleomargarine Act (Agriculture & Food)
- Ombudsman Act, 1975 (Office of the Ombudsman)
- One Day's Rest in Seven Act
(Labour)

- Ontario Agricultural Museum Act
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- Ontario College of Art Act, 1968-69
(Colleges & Universities)
- Ontario Credit Union League
Limited Act, 1972 (Consumer &
Commercial Relations)
- Ontario Deposit Insurance
Corporation Act (Consumer &
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- Ontario Economic Council Act
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Corporation Act (Treasury &
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Communications Authority Act
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- Ontario Energy Board Act (Energy)
- Ontario Energy Corporation Act
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- Ontario Food Terminal Act
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- Ontario Geographic Names Board
Act (Natural Resources)
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- Ontario Heritage Act (Citizenship &
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- Ontario Law Reform Commission
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- Ontario School Trustees' Council
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- Ontario Society for the Prevention of
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General)
- Ontario Telephone Development
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- Ontario Unconditional Grants Act
(Municipal Affairs & Housing)
- Ontario Universities Capital Aid
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- Ontario Waste Management Corporation Act, 1981 (Environment)
- Ontario Water Resources Act (Environment)
- Ontario Water Resources Act (Reg. 647) (Consumer & Commercial Relations)
- Ontario Youth Employment Act (Municipal Affairs & Housing)
- Operating Engineers Act (Consumers & Commercial Relations)
- Ophthalmic Dispensers Act (Health)
- Osgoode Hall Law School Scholarships Act, 1968-69 (Colleges & Universities)
- Ottawa River Water Powers Act, 1943 (Natural Resources)
- Ottawa-Carleton Amalgamations and Elections Act, 1973 (Municipal Affairs & Housing)
- Paperback and Periodical Distributors Act (Consumer & Commercial Relations)
- Parks Assistance Act (Natural Resources)
- Parkway Belt Planning and Development Act (Municipal Affairs & Housing)
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- Partnerships Act (Consumer & Commercial Relations)
- Partnerships Registration Act (Consumer & Commercial Relations)
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- Personal Property Security Act (Consumer & Commercial Relations)
- Pesticides Act (Environment)
- Petroleum Products Price Freeze Act, 1975 (Consumer & Commercial Relations)
- Petroleum Resources Act (Natural Resources)
- Pits and Quarries Control Act (Natural Resources)
- Planning Act (Municipal Affairs & Housing)
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- Police Act (Solicitor General)
- Police Village of St. George Act (Municipal Affairs & Housing)
- Policy and Priorities Board of Cabinet Act, 1971 (Premier's Office)
- Pounds Act (Agriculture & Food)
- Power Corporation Act (Energy)
- Power Corporation Insurance Act (Energy)
- Powers of Attorney Act (Attorney General)
- Prearranged Funeral Services Act (Consumer & Commercial Relations)
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- Private Hospitals Act (Health)
- Private Investigators and Security Guards Act (Solicitor General)
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- Proceedings Against the Crown Act (Attorney General)
- Professional Engineers Act (Attorney General)
- Property and Civil Rights Act (Attorney General)
- Provincial Auctioneers Act (Agriculture & Food)
- Provincial Court (Civil Division)
- Project Act (Attorney General)

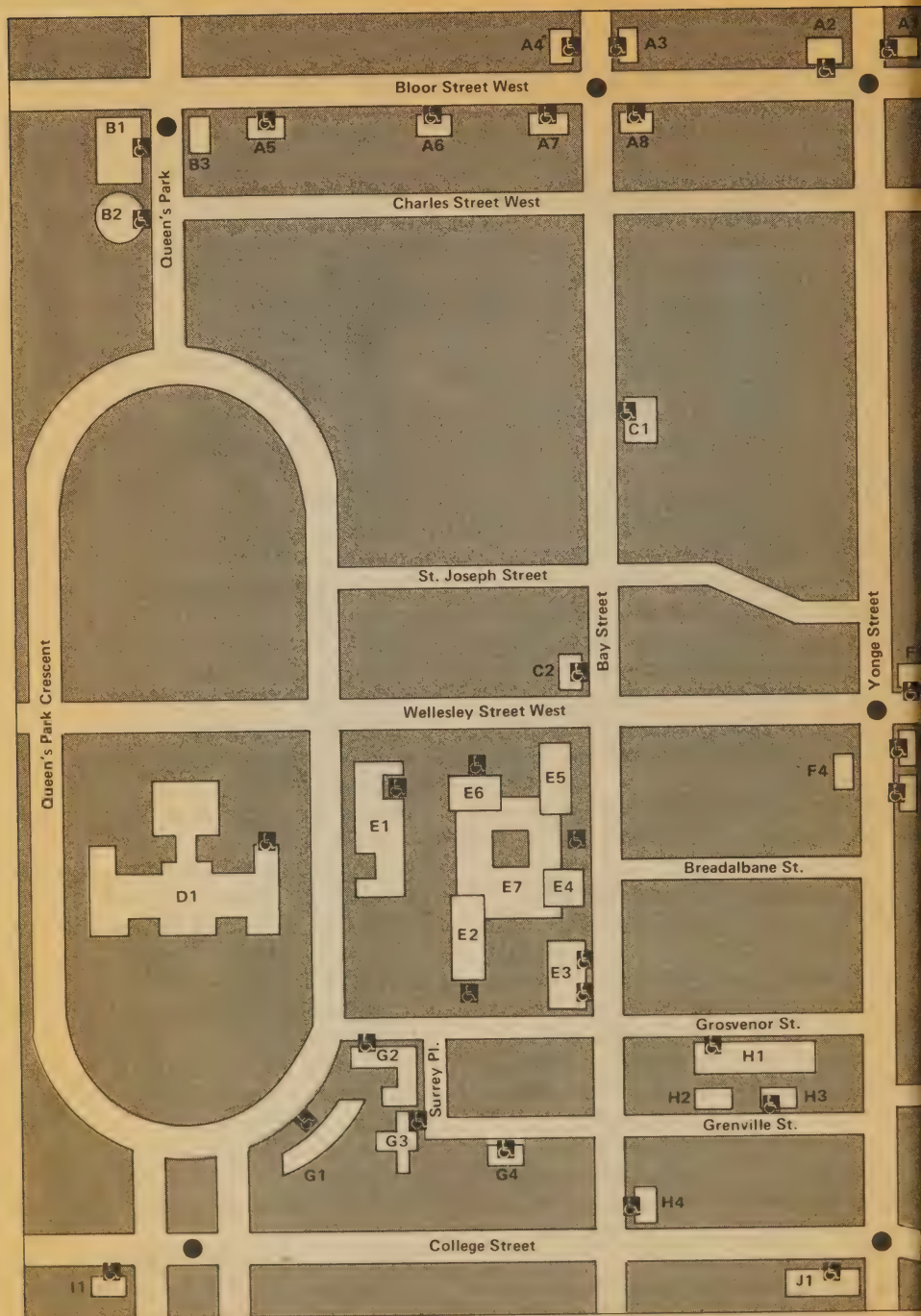
Provincial Courts Act (Community
 & Social Serv)
 Provincial Courts Act (Part)
 (Attorney General)
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 Provincial Parks Act (Natural
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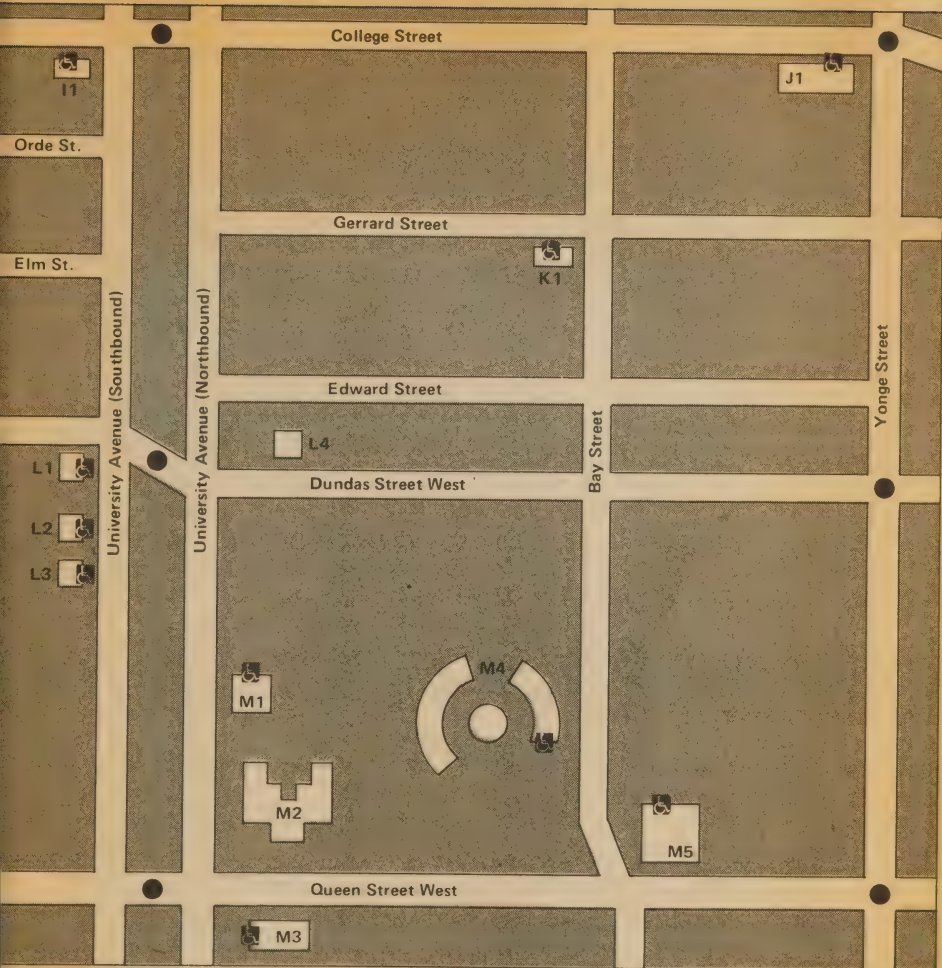
Public Service Works on Highways
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- Regional Municipality of Sudbury Act (Municipal Affairs & Housing)
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- Registered Insurance Brokers Act (Consumer & Commercial Relations)
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- Regulations Act (Attorney General)
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- Retail Business Holidays Act (Solicitor General)
- Retail Sales Tax Act (Ministry of Revenue)
- Revised Statutes Confirmation Act, 1981 (Attorney General)
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- Royal Ontario Museum Act (Citizenship & Culture)
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- Rural Power District Loans Act (Energy)
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- Sale of Goods Act (Attorney General)
- Sanatoria for Consumptives Act (Health)
- Sandwich, Windsor and Amherstburg Railway Act, 1977 (Treasury & Economics)
- School Boards and Teachers Collective Negotiations Act (Education)
- School Trust Conveyances Act (Education)
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- Stock Yards Act (Agriculture &
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- Succession Duty Act Supplementary
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- Succession Law Reform Act
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- Successor Rights (Crown Transfers
Act), 1977 (Management Board)
- Sunnybrook Hospital Act, 1966
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- Superannuation Adjustment
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- Supply Act (Treasury & Economics)
- Surrogate Courts Act (Attorney
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- Surveyors Act (Natural Resources)
- Surveys Act (Natural Resources)
- Tax Sales Confirmation Act, 1974
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- Teachers' Superannuation Act
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- Telephone Act (Transportation &
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- Territorial Division Act (Municipal
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- Theatres Act (Consumer &
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- Ticket Speculation Act (Attorney
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- Tile Drainage Act (Agriculture &
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- Time Act (Attorney General)
- Tobacco Tax Act (Ministry of
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- Toll Bridges Act (Transportation &
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- Tom Longboat Act, 1980 (Municipal
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- Topsoil Preservation Act
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- Toronto Area Transit Operating
Authority Act (Transportation &
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- Toronto District Heating
Corporation Act (Municipal
Affairs & Housing)
- Toronto Islands Act (Municipal
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- Toronto Stock Exchange Act
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- Tourism Act (Tourism & Recreation)
- Town of Wasaga Beach Act, 1973 (Municipal Affairs & Housing)
- Township of North Plantagenet Act, 1976 (Municipal Affairs & Housing)
- Township of Pelee Act, 1978 (Transportation & Communications)
- Training Schools Act (Community & Social Serv)
- Travel Industry Act (Consumer & Commercial Relations)
- Trees Act (Natural Resources)
- Trent University Act, 1962-63 (Colleges & Universities)
- Trespass to Property Act (Attorney General)
- Trustee Act (Attorney General)
- Unclaimed Articles Act (Consumer & Commercial Relations)
- Unconscionable Transactions Relief Act (Attorney General)
- Unified Family Court Act (Attorney General)
- University Expropriation Powers Act (Attorney General)
- University of Guelph Act, 1964 (Colleges & Universities)
- University of Ottawa Act, 1965 (Colleges & Universities)
- University of Toronto Act, 1971 (Colleges & Universities)
- University of Waterloo Act, 1972 (Colleges & Universities)
- University of Western Ontario Act, 1967 (Colleges & Universities)
- University of Windsor Act, 1962-63 (Colleges & Universities)
- Upholstered and Stuffed Articles Act (Consumer & Commercial Relations)
- Urban Transportation Development Corporation Act (Transportation & Communications)
- Variation of Trusts Act (Attorney General)
- Vendors and Purchasers Act (Attorney General)
- Venereal Diseases Prevention Act (Health)
- Veterinarians Act (Agriculture & Food)
- Vexatious Proceedings Act (Attorney General)
- Vital Statistics Act (Consumer & Commercial Relations)
- Vocational Rehabilitation Services Act (Community & Social Serv)
- Wages Act (Attorney General)
- War Veterans Burial Act (Health)
- Warehousemen's Lien Act (Attorney General)
- Warehouse Receipts Act (Attorney General)
- Weed Control Act (Agriculture & Food)
- Wharfs and Harbours Act (Municipal Affairs & Housing)
- Wild Rice Harvesting Act (Natural Resources)
- Wilderness Areas Act (Natural Resources)
- Wilfrid Laurier University Act, 1973 (Colleges & Universities)
- Wine Content Act (Consumer & Commercial Relations)
- Woodlands Improvement Act (Natural Resources)
- Woodmen's Employment Act (Natural Resources)
- Woodmen's Lien for Wages Act (Natural Resources)
- Workmen's Compensation Act (Labour)
- Workmen's Compensation Insurance Act (Labour)
- York University Act, 1965 (Colleges & Universities)





Queen's Park and Vicinity

Subway

Wheelchair Access

Legend

- 2 Bloor St. E.
 - 2 Bloor St. W.
 - 60 Bloor St. W.
 - 1200 Bay St.
 - 151 Bloor St. W.
 - 101 Bloor St. W.
 - 77 Bloor St. W.
 - 55 Bloor St. W.
 - 100 Queen's Park
 (Royal Ontario Museum)
 - 100 Queen's Park
 (Planetarium)
 - 125 Queen's Park
 (Ombudsman Office)

C1 - 1075 Bay St.
 (The Citadel)
C2 - 56 Wellesley St. W.
 (Suncor)
D1 - 111 Wellesley St. W.
 (Legislative Building)
E1 - 99 Wellesley St. W.
 (Whitney Block)
E2 - 80 Grosvenor St.
 (Hepburn Block)
E3 - 880 Bay St.
 (Mowat Block)
E4 - 900 Bay St.
 (Hearst Block)
E5 - 77 Wellesley St. W.
 (Ferguson Block)
E6 - 900 Bay St.
 (Macdonald Block)
F1 - 10 Wellesley St. E.
F2 - 555 Yonge St.

F3 - 543 Yonge St.
F4 - 558 Yonge St.
G1 - 7 Queen's Park Cr.
 (Frost Building South)
G2 - 95 Grosvenor St.
 (Frost Building North)
G3 - 2 Surrey Place
G4 - 77 Grenville St.
 (Archives of Ontario)
H1 - 25 Grosvenor St.
 (George Drew)
H2 - 26 Grenville St.
 (Coroner's Office)
H3 - 18 Grenville St.
 (Q.P. Credit Union)
H4 - 801 Bay St.
I1 - 700 University Ave.
 (Ontario Hydro)
J1 - 444 Yonge St.
 (McMichael Canadian Collection)

K1 - 700 Bay St.
 (LuCliff Place)
L1 - 454 University Ave.
L2 - 434 University Ave.
L3 - 400 University Ave.
 (Traveller's Tower)
L4 - 180 Dundas St. W.
M1 - 361 University Ave.
 (Court House)
M2 - 130 Queen St. W.
 (Osgoode Hall)
M3 - 145 Queen St. W.
M4 - 100 Queen St. W.
 (New City Hall)
M5 - 60 Queen St. W.
 (Old City Hall)

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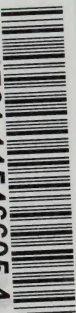
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